

CITY OF GRANTS PASS  
COUNCIL AGENDA  
February 17, 2021  
6 pm City Council Meeting  
Council Chambers - 101 N.W. "A" Street



MAYOR: Sara Bristol

CITY COUNCIL MEMBERS:

<i><b>Ward 1</b></i>	<i><b>Ward 2</b></i>	<i><b>Ward 3</b></i>	<i><b>Ward 4</b></i>
Brian DeLaGrange Rob Pell	Valerie Lovelace Rick Riker	Dwight Faszer, II Vacant	Joel King Vanessa Ogier

Invocation

Flag Salute

Roll Call

1. PUBLIC HEARING

**Legislative**

- a. Ordinance amending Development Code Articles 4, 7 & 13 Certified Local Government and Historic Resources. **Pgs. 1-52**
- b. Ordinance designating Croxton Memorial Park, 1001 NE Memorial Drive, as an Historical Local Landmark. **Pgs. 53-86**
- c. Ordinance designating Grants Pass Pharmacy, 414 SW 6<sup>th</sup> Street, as an Historical Local Landmark. **Pgs. 87-110**
- d. Ordinance designating Redwood Empire Sign, Highway 99 at Caveman Bridge, as an Historical Local Landmark. **Pgs. 111-142**

2. COUNCIL ACTION

**Legislative**

- a. Ordinance amending Municipal Code Chapter 4.05 relating to Lodging Tax. **Pgs. 143-162**
- b. **Extending camping hours of the unhoused.**

3. PUBLIC COMMENT This is an opportunity for the public to address the City Council on items not related to a public hearing or Council action item for the Council. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be

tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

a. Review emails

4. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).

***\*Indicates short Staff presentation and Council comment.***

- a. Resolution creating a position of Housing and Neighborhood Specialist and amending the Classification Plan. **Pgs. 163-170**
- b. Resolution authorizing the City Manager to renew the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT. **Pgs. 171-178**
- c. Resolution establishing the interest rate to be applied during calendar year 2021 to Deferred Development Agreement monies on deposit. **Pgs. 179-182**
- d. Resolution authorizing the City Manager to renew the Microsoft Enterprise Agreement contract. **Pgs. 183-186**
- e. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended September 2020. **Pgs. 187-248**
- f. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2020. **Pgs. 249-300**
- g. Motion approving the minutes of the City Council meeting of February 3, 2021. **Pgs. 301-306**
- h. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of October 15, 2020. **Pgs. 307-310**
- i. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of November 12, 2020. **Pgs. 311-314**
- j. Motion acknowledging the minutes of the Collaborative Economic Development Committee meeting of November 24, 2020. **Pgs. 315-318**
- k. Motion acknowledging the minutes of the Committee on Public Art meeting of December 8, 2020. **Pgs. 319-320**
- l. Motion acknowledging the minutes of the Tourism Advisory Committee meeting of January 5, 2021. **Pgs. 321-322**
- m. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of January 13, 2021. **Pgs. 323-354**

5. MATTERS FROM MAYOR, COUNCIL AND STAFF
  - a. Review Public Comment
  - b. Committee Motions **Pg. 355**
  - c. Council Liaison Reports
  - d. Mayor & Council Comments
  - e. Staff Comments
6. EXECUTIVE SESSION: None
7. ADJOURN

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder, at (541) 450.6000.*





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**SUBJECT AND SUMMARY:**

Adoption of this ordinance would amend Development Code Article 4, Sections 4.045-4.047; Article 7, Section 7.060; and Article 13, Section 13.400 Historic Resources: Districts and Landmarks.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by providing owners with the ability to better manage their property for development.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: At Council's discretion.

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**BACKGROUND:**

The application as recommended by the Historical Buildings and Sites Commission (HBSC) is to amend Articles 4, 7 and 13 of the Grants Pass Development Code. The text amendments will allow the City of Grants Pass to complete one step in becoming a participant in the Certified Local Government (CLG) program. The CLG program is designed to promote historic preservation at the local level. It is a federal program (National Park Service) that is administered by the Oregon State Historic Preservation Office (SHPO).

The Oregon SHPO provided a model ordinance to the City of Grants Pass as a guide for the changes needed in our Development Code to meet the CLG guidelines. The edits to Articles 4, 7, and 13 presented here represent those edits.

In addition to the CLG edits in Article 13, the Historical Buildings and Sites Commission (HBSC) recommends further edits to Sections 13.453, Elements of Compatibility, and 13.463, HBSC Action (on Demolition Review).

Edits to Section 13.453 include clarification to approved historical color selections, and preferred material uses for awnings/marquees/canopies and signs.

Edits to Section 13.463 include the addition of Subsection 3, Denial of Demolition, as an Action for the HBSC when presented with an application for demolition. This Action had not been included in prior edits to the Article.

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Staff Report (continued):

A public hearing was held by the HBSC on December 10, 2020, to consider the proposal and make a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed amendment at the December 10, 2020, meeting.

Notice of the proposal and hearing was published in the local newspaper on February 5, 2021.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the text amendment as submitted;
2. Approve the text amendment with revisions;
3. Deny the text amendment; or
4. Postpone: Continue the item indefinitely or to a certain time.

RECOMMENDED ACTION:

It is recommended the Council approve the text amendment.

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POTENTIAL MOTION:

I move to adopt the Development Code text amendment for Articles 4, Sections 4.045-4.047; Article 7, Section 7.060; and Article 13, Section 13.400 Historic Resources: Districts and Landmarks, and all subsections therein, and have it read by title only, first reading.

I move to adopt the Development Code text amendment for Articles 4, Sections 4.045-4.047; Article 7, Section 7.060; and Article 13, Section 13.400 Historic Resources: Districts and Landmarks, and all subsections therein, and have it read by title only, second reading.

**CITY OF GRANTS PASS COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT  
ARTICLES 4, 7, & 13 ~ CERTIFIED LOCAL COMMUNITIES  
CITY COUNCIL STAFF REPORT-TYPE IV**

<b>Procedure Type:</b>	Type IV: Historical Buildings and Sites Commission Recommendation and City Council Decision
<b>Project Number:</b>	405-00122-20
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	Director, Community Development
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 3, 2020
<b>Application Complete:</b>	November 3, 2020
<b>Date of HBSC Hearing:</b>	November 12, 2020
<b>Date of HBSC Findings of Fact:</b>	December 10, 2020: Verbal Vote to Approve February 8, 2021: Signed Findings
<b>Date of City Council Staff Report:</b>	February 8, 2021
<b>Date of City Council Hearing:</b>	February 17, 2021

**I. PROPOSAL:**

The proposal is an ordinance amending Articles 4, 7 and 13 of the Grants Pass Development Code (GPDC). Sections 4.045-4.047 and 7.060-7.065 are amended to incorporate required language for Certified Local Government (CLG) status as required by the State Department of Land Conservation and Development (DLCD). Section 13.400, Historic Resources: Districts and Landmarks, and all subsections within it provide standards regarding historic districts and landmarks. Changes to Section 13.400 incorporate both CLG language required by the DLCD and updates to the Elements of Compatibility and Demolition Review sections.

**II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The Director of Community Development initiated the request for these text amendments.

Section 2.062 authorizes the Historical Buildings and Sites Commission (HBSC) to make a recommendation to the City Council and authorizes the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### IV. BACKGROUND AND DISCUSSION:

If adopted, the text amendments (**Exhibit A**) will allow the City of Grants Pass to complete one step in becoming a participant in the Certified Local Government (CLG) program. The CLG program is designed to promote historic preservation at the local level. It is a federal program (National Park Service) that is administered by the Oregon State Historic Preservation Office (SHPO).

Local governments must meet certain qualifications to become "certified" and thereby qualify to receive federal grants through SHPO and additional technical assistance. CLGs may apply for annual grants from SHPO, which can be used for a broad range of preservation activities, such as surveys of historic properties, public education activities, planning, studies, and rehabilitation work on National Register buildings. The grants require a 50/50 match.

The Oregon SHPO provided a model ordinance to the City of Grants Pass as a guide for the changes needed in our Development Code to meet the CLG guidelines. The edits to Articles 4, 7, and 13 presented here represent those edits.

In addition to the CLG edits in Article 13, the Historical Buildings and Sites Commission (HBSC) recommends further edits to Sections 13.453, Elements of Compatibility, and 13.463, HBSC Action (on Demolition Review).

Edits to Section 13.453 include clarification to approved historical color selections, and preferred material uses for awnings/marquees/canopies and signs.

Edits to Section 13.463 include the addition of Subsection 3, Denial of Demolition, as an Action for the HBSC when presented with an application for demolition. This Action had not been included in prior edits to the Article.

Detailed background and discussion on these text amendments is provided in the HBSC's Findings of Fact (see **Exhibit 1**).

### V. CONFORMANCE WITH APPLICABLE CRITERIA:

Detailed findings of conformance with applicable criteria are provided in the HBSC's Findings of Fact (see **Exhibit 1**).

### VI. RECOMMENDATION:

The HBSC **RECOMMENDS APPROVAL** of the proposed amendments to the City Council as presented in **Exhibit 1**.

**VII. CITY COUNCIL ACTION:**

- A. Recommend the City Council approve the request:
  - 1. As submitted; or,
  - 2. With revisions recommended by the City Council (list):
- B. Recommend the City Council deny the request for the following reasons (list):
- C. Postponement: Continue item
  - 1. Indefinitely; or,
  - 2. To a certain time.

**NOTE:** The application is a legislative amendment and is not subject to the 120-day limit.

**INDEX TO EXHIBITS:**

- 1. Historical Buildings and Sites Commission's Findings of Fact and Exhibits:
  - A. Text amendments for Articles 4, 7 and 13
  - B. HBSC Minutes dated 12-10-2020

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT CODE TEXT AMENDMENT  
ARTICLES 4, 7, & 13 ~ CERTIFIED LOCAL COMMUNITIES  
FINDINGS OF FACT**

<b>Procedure Type:</b>	Type IV: Historical Buildings and Sites Commission Recommendation and City Council Decision
<b>Project Number:</b>	405-00122-20
<b>Project Type:</b>	Development Code Text Amendment
<b>Applicant:</b>	Director, Community Development
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 3, 2020
<b>Application Complete:</b>	November 3, 2020
<b>Date of HBSC Hearing:</b>	November 12, 2020
<b>Date of Findings of Fact:</b>	December 10, 2020

Note: ***Bold Italic Text*** indicates text added by the Commission that was not contained in the staff report. ~~Strikeout Text~~ indicates deletions made by the Commission.

**I. PROPOSAL:**

The proposal is an ordinance amending Articles 4, 7 and 13 of the Grants Pass Development Code (GPDC). Sections 4.045-4.047 and 7.060-7.065 are amended to incorporate required language for Certified Local Government (CLG) status as required by the State Department of Land Conservation and Development (DLCD). Section 13.400, Historic Resources: Districts and Landmarks, and all subsections within it provide standards regarding historic districts and landmarks. Changes incorporate both CLG language required by the DLCD and updates to the Elements of Compatibility and Demolition Review sections are also proposed.

**II. AUTHORITY AND CRITERIA:**

Section 4.102 of the City of Grants Pass Development Code provides that the Director, Planning Commission or City Council may initiate a text amendment. The Director of Community Development has initiated these amendments.

Section 2.062 authorizes the Historical Buildings and Sites Commission (HBSC) to make a recommendation to the City Council and authorizes the City Council to make a final decision on an application for a Development Code Text Amendment, pursuant to the requirements of a Type IV procedure.

The text of the Development Code may be recommended for amendment and amended provided the criteria in Section 4.103 of the Development Code are met.

### **III. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### **IV. PROCEDURE:**

- A. An application for Development Code text amendments was submitted on November 3, 2020 and deemed complete on November 3, 2020. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Notice of the proposed amendment was sent to the Oregon Department of Land Conservation and Development (DLCD) on November 20, 2020 in accordance with ORS 197.610 and OAR Chapter 660-Division 18.
- C. Several public hearings regarding the text amendments were held prior to the application being filed, as the HBSC held continuing reviews regarding the text amendments at meetings in October 2019, July, August, and September 2020. No staff report was prepared for these reviews.
- D. A public hearing was held by the HBSC on October 15, 2020 to consider the proposal and make a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed text amendments at the October 15, 2020 meeting.
- E. One additional public hearing was held by the HBSC on December 10, 2020 to consider additional edits to Section 13.453(4) prior to making a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed additional edits to Section 13.453(4) of the text amendments at the December 10, 2020 meeting.

### **V. SUMMARY OF EVIDENCE:**

- A. The text amendments are attached as Exhibit "A" and incorporated herein.
- B. The minutes of the public hearing held by the HBSC on October 15, 2020 and December 10, 2020 are attached as Exhibit "B", summarize the oral testimony presented and are hereby adopted and incorporated herein.

### **VI. FINDINGS OF FACT:**

The HBSC found that based upon the testimony given at the public hearings the proposal meets the criteria in Section 4.103 of the Development Code based on the reasons stated in the findings included below.

### **VII. GENERAL FINDINGS:**

After making updates to the Development Code Articles 4, 7, and 13 to complete the first step in the City gaining the status of Certified Local Government (CLG) in 2018, on January 4, 2019 the previous text amendments to Articles 4, 7, and 13 became effective.

After the City adopted those text amendments in January 2019, the DLCD notified the City that additional changes were required as the newly adopted text amendments did not include the most recent DLCD ordinance requirements for CLG status. The history of those text amendments can be located in Reports 402-00101-18, 405-00109-18 and 405-00111-18.

In addition to the changes made to gain approval for CLG status in Article 13, other significant changes to Article 13 include:

- Elements of Compatibility: Clean-up of text regarding canopies, signs and colors.
- Demolition Review: Addition of the option to “deny” an application to demolish a building located within the Historic District.

#### **VIII. RECOMMENDATION:**

The HBSC **RECOMMENDS APPROVAL** to the City Council of the proposed amendments to Articles 4, 7, and 13 of the Development Code as presented in Exhibit “A”. The vote was 6-1, with Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Holzinger voting in favor. Commissioner Miller voted against it.

#### **IX. FINDINGS APPROVED BY THE HISTORICAL BUILDINGS AND SITES COMMISSION** this 8 day of February 2021.

  
\_\_\_\_\_  
Ward Warren, Chair



**Historical Buildings and Sites Commission  
MEETING MINUTES  
December 10, 2021 at 4:00 PM  
Virtual meeting via MS Teams**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

Vacant

**GUESTS:**

Michelle Belcher, GP Pharmacy, joined for the Local Landmark hearing.

1. **Roll Call** – Chair Warren called the meeting to order at 4:00 pm. All present. Commissioner Holzinger left early.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of November Minutes:**

Amendments to the November minutes were as follows:

Changes to October summary add in definition for the project number: Item 5.b. that the discussion regarding project number 303-00107-20 (14K properties townhouse development at 242 SW J Street) also included concern over height, size and scale of the new buildings in comparison to the surrounding buildings' size and height.

Clarify item 5.a.: stating that the proposed new downtown plan, as presented by Jim Love, will not result in a loss of parking downtown.

**MOTION**

**Commissioner McConnell moved, and Commissioner Holzinger seconded the motion to approve the November 12, 2020 minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**5. Action Items:**

- a. Text Amendment to Article 13 – Elements of Compatibility Section 13.453(4), "Colors". Discussion about historical colors and the need for more definition than what the development code currently states. The following language was voted on, with the requested edits highlighted in RED.

13.453      Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as

little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Historic Preservation Officer shall be reviewed by the Historic Buildings and Sites Commission (HBSC).

- (1) Materials. ...
- (2) Roofs. ...
- (3) Additions and/or New Construction. ...
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
  - (a) Exterior colors shall be selected from commercially available historical color palettes **representative of the geographic area and correct historic era for the building.**
  - (b) **Historic whites shall be selected over modern “bright” whites.**
  - (c) **Black shall be used as a trim color only.**
  - (d) **Neon and Day-Glo colors are not acceptable choices.**
  - (e) The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.

#### **MOTION**

**Chair Warren moved, and Commissioner Holzinger seconded the motion to approve the edits to the Text Amendment to Article 13-Elements of Compatibility Section 13.453(4), “Colors.” The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

#### **b. Findings of Fact**

Commissioners reviewed Findings of Fact for the text amendments to Articles 4, 7, and 13 from previous meeting discussions and will include the changes to the “Colors” section just voted on.

#### **MOTION**

**Commissioner Holzinger moved, and Commissioner McConnell seconded the motion to approve the Findings of Fact – CLG Articles 4, 7, & 13 Text Amendment Report #405-00122-20 and include the changes just voted on regarding “Colors”. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

Not on agenda: Chair Warren noted that in the Findings of Fact document under the "Authority and Criteria" section, that the code in Section 4.102 needs to be updated to include the HBSC as having authority to initiate a text amendment. Director Clark made note of that change and will include it in the list of Development Code changes needed and tracked by the Planning Department.

c. Grants Pass Pharmacy Local Landmark Hearing

Michelle Belcher, current owner noted the following for the staff report: Two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. They have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800's. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.

d. Croxton Memorial Park Local Landmark Hearing

It was noted by Commissioner Ford (a descendant of Thomas Croxton) that a document submitted with her application had incorrect information on the location of the cemetery as being in the NW part of town, when it is actually NE. Because it is listed that way on a historical document, it will not be corrected.

e. Redwood Empire Sign Local Landmark Hearing

Chair Warren noted that the effort to preserve the sign began on 2016, rather than 2017 as stated in the staff report.

The application for the Caveman Bridge to become a Local Landmark is still in process as staff has not received a reply from the state on who can sign the application. Follow up for next meeting.

**MOTION**

**Chair Warren moved, and Commissioner Richardson seconded the motion to approve adding the Grants Pass Pharmacy, Croxton Park, and the Redwood Empire Sign to the local landmark list. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Miller. "NAYS": None. Abstain: None. Absent: Commissioner Holzinger.**

**The motion passed.**

f. Review of Strategic Goals. Discussion of goals as presented in packet.

Changes: for # 4, add "Continue to" update Local Landmarks. For #7, add Establish "a plan" for a historic museum in Grants Pass. Otherwise all are acceptable.

**6. Matters from Commission Members and Staff:**

- a. Local Landmark – draft letter inviting property owners to participate. Discussion about draft presented.  
Overall a positive letter. Discussion about additional overhead costs with being designated a local landmark– there is no cost to participate in the program.  
Commissioner Miller expressed concern over full disclosure of the additional costs for owners who want to change appearance of exterior of their property. Hearing costs and time delays are his concerns.  
Commissioner McConnell requested adding "and guidance of alterations to the exterior of the structure" in the fifth paragraph, in the first sentence.  
Other edits to include explanation of review process and fees; attach copy of pertinent information from Article 13 and the Elements of Compatibility.

Discussion on who should sign the letter, and Brad (Director) and Commissioner Warren (Chair) agreed to both sign it. And have it printed on City letterhead.

Commissioner McConnell would like to get out a copy to the Wonder Bur as soon as possible. Donna will work on revising the draft based on this feedback.

- b. Welcome Center – Brad updated the HBSC saying that the project has been put on hold for now. Future modifications will come to HBSC for review, including siding and paint color.
- c. Historic District clean-up – Staff will keep HBSC updated on program as information becomes available.
- d. Cataloging of downtown murals. Brad will follow up with CoPA and get back to HBSC with information.
- e. County Courthouse Status – Chair Warren said he spoke to George Kramer about having the Courthouse building getting a “Determination of Eligibility” certificate for the National Register, which is less costly and time consuming than actually having it place on the Register. The Commissioners all agree that this is a project that needs to move forward.
- f. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.

#### **7. Future Agenda Building for Next Meeting:**

- a. FoF for Local Landmarks
- b. Conservation District Design Overlay
- c. Update on Museum Subcommittee
- d. Plaques for Local Landmarks
- e. Draft v.2 Local Landmark Invite Letter

#### **8. Adjourn: 5:45 pm**

**Next Meeting: January 14, 2021**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING DEVELOPMENT CODE ARTICLES 4, 7, AND 13, SECTION 13.400 HISTORIC RESOURCES: DISTRICTS AND LANDMARKS.**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance amends Development Code Article 4, Sections 4.045-4.047; Article 7, Section 7.060; and Article 13, Section 13.400 Historic Resources: Districts and Landmarks; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Historical Buildings and Sites Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The amendments to Grants Pass Development Code Articles 4, 7 and 13, Section 13.400 Historic Resources: Districts and Landmarks, as set forth in Exhibit 'A', are hereby adopted.

**Section 2.** This ordinance shall take effect 30 days from adoption.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

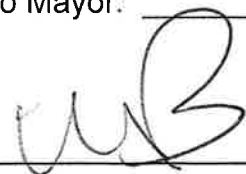
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

**Development Code Text Amendment****Article 4 – Development Code Amendments and Criteria****Certified Local Government (CLG)**4.045 Criteria for Amendment: Historic District, Conservation District, and Historic Landmarks (as defined in Grants Pass Development Code Article 13.412)

A Historic District, a Conservation District, and a Historic Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body:

- (1) The designation of a District or Landmark serves the purpose of Section 13.400.
- (2) The boundaries of a District are adequate and suitable for designation.
- (3) Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.
- (4) Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

4.046 Refusal to Consent to Historic Designation

In part, the OAR defines “owner” to mean: “...for a locally significant resource with multiple owners, including a district, a simple majority of owners...” See also the February 2018 publication “Planning for Historic Preservation in Oregon: A Guide to the Administrative Rule for Protecting Historic Resources under Statewide Planning Goal 5” from the Oregon Department of Land Conservation and Development and the Oregon State Historic Preservation Office. It provides additional information regarding the amended OAR, the definition of “owner”, and ORS 197.772.

- (1) At any time prior to the close of the final public hearing on designation of a Historic District, Conservation District, or Historic Landmark, the owner of property proposed for designation may submit to the Director of Community Development a written refusal to consent to the designation. If the property owner does so, the property shall not receive the proposed designation.
- (2) If the property owner does not consent to the designation as described in subsection (1) above, the City shall issue no permit for the demolition or modification of that property or any structure thereon

during the 120-day period following the date the property owner did not consent.

4.047

Procedure Type for Historic Designation

Applications for designation of, or amendment or rescission of, the Historic District, Conservation District, or a Historic Landmark Designation shall be processed in accordance with the procedures in Schedule 2-1, except that the Historical Buildings and Sites Commission shall serve in the place of the Urban Area Planning Commission in the recommendation hearing.

7.060                      Historical Buildings and Sites Commission

7.061                      Purpose

The purpose of the Historical Buildings and Sites Commission is to identify, recognize, and preserve significant properties related to the history of Grants Pass; encourage the rehabilitation and on-going viability of historic buildings and structures; strengthen public support for historic preservation efforts within the community; foster civic pride; and encourage cultural heritage tourism.

In preparing and implementing the historic preservation program, the City of Grants Pass shall comply with all federal and state laws relating to historic preservation. Oregon Administrative Rule 660-023-0200 provides primary guidance to local jurisdictions on Historic Preservation. This rule may be amended by the state from time to time and such amendment may result in a conflict between the state requirements and this Development Code. In all cases, the City will follow state rules.

7.062                      Appointment and Service

- (1) The Commission shall consist of individuals with a demonstrated positive interest in and knowledge or competence in historic preservation. All reasonable efforts must be made to appoint those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. The members must be residents of the city. Members must serve without compensation but are eligible for reimbursement of expenses related to their service. The Commission shall be appointed by the City Council and shall consist of the following seven members:
  - (a) Two representatives from local historical societies in Grants Pass,
  - (b) One representative who is either the owner of a property located within the Historic District, the owner of a property located within a Conservation District, or the owner of a Historic Landmark as defined by Section 13.312 of the Development Code and Designated under Section 13.420 of the Development Code.
  - (c) One representative who is the owner of a business located within the Central Business District of the City of Grants Pass,
  - (d) One representative who is either a licensed designer or architect or retired licensed designer or architect, or, if no candidate is available who is either a licensed designer or architect, the City Council may appoint a representative with similar credentials, with preference given to those candidates with historic preservation experience and training,
  - (e) Two representatives from the citizens at large.



- (2) Terms of Service. The terms of service for members shall be for four (4) years. When any member of the Commission fails to attend three (3) consecutive regular meetings of the Commission, unless his absence has been excused by the Commission, the Commission shall thereupon report this fact to the City Council. The City Council shall thereupon declare the position held by such member vacant and another member shall be appointed to the Commission to serve the unexpired portion of the term of the position so vacant. A vacancy occurring in a position for any reason other than the expiration of the term shall be filled by the appointment of the City Council for the remainder of the term.
- (3) Officers. The officers shall consist of a chairperson and any other officer deemed necessary by the Commission. Officers shall be elected by the Commission members. No individual shall hold the same office for more than two (2) consecutive years.
- (4) Meetings, Quorum, Records, and Staff. The Historical Buildings and Sites Commission shall hold official meetings monthly and as called by the chairperson. The Commission may meet less frequently if there is no business to consider, however, the Commission shall meet at least four times a year. A quorum at Commission meetings shall consist of a simple majority of members. The City Community Development Department shall serve as staff and advisors to the Commission. The Department Director, or designee, shall serve as the Historic Preservation Officer.

Notice of Commission meetings shall be in accordance with applicable state law. Meeting minutes, applications for a Certificate of Appropriateness, Landmark nominations, records of designation, staff reports, and decisions of the Commission shall be created and maintained as public records in accordance with applicable local and state law.

7.063 Hearing Rules. The Historical Buildings and Sites Commission shall follow the Quasi-judicial Land Use Hearing Rules as provided in Section 8 of this Code in the conduct of any review procedure required under Section 13.400 of this Code.

7.064 Review Authority. The Historical Buildings and Sites Commission shall have the authority: (a) to make a final decision on all historic review matters requiring a Type III procedure, and (b) to make recommendations to the City Council on all historic review matters requiring a Type IV procedure.

7.065 Duties and Functions. The Historical Buildings and Sites Commission shall have the following duties and functions:

- (1) Promotion: Promote to the community the economic, cultural, social and visual importance of historic preservation.
- (2) Education: Provide education, training and research services to the schools, colleges and libraries, and property owners including information on design, building materials, preservation tax credits and other financial incentives,

information on how to research the history of a building or site, and information on sources of technical and financial assistance.

- (3) Advice: Advise the City Council, Board of County Commissioners, Urban Area Planning Commission, Josephine County Historical Society, property owners and other interested agencies, boards, commissions or citizens on matters related to historic preservation within the City and urbanizing area. The Commission must comment on National Register nominations and on work conducted under the Federal Tax Credit Program, Oregon Special Assessment Program, and Applications under ORS 358.653 or Section 106 of the Historic Preservation Act as requested by the Oregon State Historic Preservation Office or as the Commission chooses. Upon request, the Commission must provide the Oregon State Historic Preservation Office written comments on or before the stated deadline regarding the eligibility of historic resources for listing in the National Register of Historic Places. The Commission must hold a noticed public hearing as part of their deliberations and consider public testimony when writing comments.
- (4) Research: Identify and evaluate areas of archaeological significance; buildings of historic or architectural significance; historic landmarks; and areas of concentration of such sites within the City. Provide additional information on buildings that are identified as historic landmarks or that are being considered for historic landmark designation. The Commission shall maintain a Historic Resource Inventory and Resource List consistent with the standards of the Oregon State Historic Preservation Office (SHPO). The Historic Resource Inventory and Resource List enumerates, describes, and determines the eligibility of historic resources for listing in the Local Landmark Register. Not all properties listed in the Historic Resource Inventory and Resource List are eligible for listing in the Landmarks Register. A property need not be first listed in the Historic Resource Inventory and Resource List before being nominated to the Local Landmark Register. The objection of an owner must not prevent a property being inventoried, evaluated, or determined significant for placement on the Historic Resource Inventory and Resource List. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community's needs and interests. The Historic Resource Inventory and Resource List shall be maintained as a public record, except for archaeological sites, the publication of which is prohibited by state law.

Historic Resources must be evaluated for their historic integrity and significance and recorded in the Historic Resource Inventory and Resource List as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Inventory and Resource List Survey shall meet the requirements of the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or the most recent guidance for such efforts published by SHPO, and be supplied to SHPO within six (6) months of the completion of the study.

- (5) Designate: Designate properties to the Local Landmark Register (Resource List) as a means of providing recognition of their significance and providing incentives and guidelines for their preservation. The Local Landmark Register (Resource List) is maintained by the Historic Preservation Officer and shall be available to the public. Historic Resources, including buildings, structures, sites, objects, and historic districts may be designated to the Resource List as provided in Article 13 of this code. The Commission may recommend that the City Council designate a Historic Resource to the Resource List at a public meeting as a Type IV land use action to provide recognition of its significance. The Commission may recommend additional protections to supplement the regulations for historic preservation contained in this code to the City Council as part of the designation process necessary for the protection of a Historic Resource recommended for designation to the Resource List. This City of Grants Pass and any person, group, or government agency may nominate a Historic Resource for designation to the Resource List, provided the proposed Historic Resource is not the subject of a pending application for alteration, relocation or demolition. A permit to demolish or modify a Historic Resource under consideration for designation to the Resource List must not be issued for 120 days from the date of the owner's refusal to consent to designation or the application to alter, relocate, or demolish the Historic Resource, whichever occurs first.
- (6) Enforce: The Commission must support the enforcement of all federal and state laws relating to the protection of National Register Resources, Archaeological Sites, and Archaeological Objects regardless if they are designated on the Resource List. The Commission must enforce design guidelines for Historical and Conservation Districts and individual properties.

## Development Code Text Amendment

### Article 13 – Special Purpose Districts

#### Certified Local Government (CLG)

#### 13.400 Historic Resources: Districts and Landmarks

13.411 Purpose. The purpose of this Article is to:

- (1) Effect and accomplish the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the City's and County's cultural, social, economic, political and architectural history;
- (2) Safeguard the City's and County's historic, aesthetic and cultural heritage as embodied and reflected in such improvements and districts;
- (3) Stabilize and improve property values in such districts;
- (4) Foster civic pride in the beauty of historic buildings, structures, sites, signage and noble accomplishments of the past; and
- (5) Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided.

13.412 Definitions. For the purposes of this Article only, the following terms are defined as indicated:

- (1) Alteration (Exterior): The addition to, removal of or from, or physical modification or repair of, any exterior part or portion of Landmarks or structures in an Historic or Conservation Districts. Signs shall be considered a form of alteration and shall be treated as such.
- (2) Archaeological Object: An object that is at least 75 years old; is part of the physical record of an indigenous or other culture found in the state or waters of the state; and is material remains of past human life or activity that are of archaeological significance including, but not limited to, monuments, symbol, tools, facilities, technological by-products and dietary by-products.
- (3) Archaeological Site: A geographic locality in Oregon, including but not limited to submerged and submersible lands and the bed of the sea within the state's jurisdiction, that contains archaeological objects and the contextual associations of the archaeological objects with each other; or biotic or geological remains or deposits. Examples of archaeological sites include but are not limited to shipwrecks, lithic quarries, house pit villages, camps, burials, lithic scatters, homesteads and townsites.
- (4) Architectural Significance: The structure, site, signage or district:
  - (a) portrays the environment of a group of people in an era of history characterized by a distinctive architectural style;

- (b) embodies those distinguishing characteristics of an architectural-type specimen;
  - (c) is the work of an architect or master builder whose individual work has influenced the development of the City; or
  - (d) contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.
- (5) Certificate of Appropriateness (COA): A document issued by the Historic Preservation Officer indicating that the applicant has satisfactorily met the provisions of the Grants Pass Development Code for the alteration, relocation, or demolition of a Landmark (Historic Resource).
  - (6) Conservation District: A definable area containing historic sites, buildings or structures or groups of historic buildings, sites or structures separated geographically but linked by the history of the community's development, by natural features such as topography, parks or public open spaces, or by other significant physical features or historic events.
  - (7) Demolition: Any act that destroys, removes, or relocates, in whole or part, a Significant Historic Resource such that its historic, cultural, or architectural character and significance is lost.
  - (8) Eligible/Contributing: A historic resource in existence within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district.
  - (9) Eligible/Significant: A historic resource in existence within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district and are likely individually eligible for designation to the Resource List.
  - (10) Exterior: Any portion of the outside of a Landmark or building or structure in a historic or conservation district, or any addition thereto.
  - (11) Historical Buildings and Sites Commission: The review authority for items requiring approval under Section 13.440, Historic Districts, of this Code. The Commission shall consist of seven individuals who have been appointed by the City Council and shall consist of the members specified in Section 7.061 of this Code.
  - (12) Historic Context Statement: An element of the City of Grants Pass' Comprehensive Community Development Plan that describes the important broad patterns of historic development in the City of Grants Pass and the

region and identifies historic resources representative of the important broad patterns of historic development. The Historic Context Statement also identifies Historic Resources that are representative of the important broad patterns of historical development.

- (13) Historic District: A relatively compact, definable geographic area possessing an obvious concentration, linkage or continuity of sites, buildings or structures united by past events, architectural styles, construction features or other physical features illustrative of the community's historic development.
- (14) Historic Preservation Officer: The city official responsible for the administration of the historic preservation regulations contained in the Development Code.
- (15) Historic Preservation Plan: An element of the City of Grants Pass Comprehensive Community Development Plan that contains the City's goals and policies for historic resource preservation and the processes for creating and amending the program to protect Significant Historic Resources.
- (16) Historic Resources: Those buildings, structures, objects, sites, or districts that potentially have a significant relationship to events or conditions of the human past.
- (17) Historic Resources Inventory: The record of buildings, structures, objects, and sites recorded by the City of Grants Pass used to identify historic resources potentially eligible for listing in the Local Landmark Register (Historic Resource List).
- (18) Historical Significance: The structure, district, site or signage that:
  - (a) has character, interest or value, as part of the development, heritage or cultural characteristics of the City, County, State or Nation;
  - (b) is the site of an historic event with an effect upon society;
  - (c) is identified with a person or group of persons who had some influence on society; or
  - (d) exemplifies the cultural, political, economic, social or historic heritage of the community.
- (19) Landmark (Historic Resource): Any structure or site, any part of which is 50 years old or older which has a special character or special historic interest or aesthetic interest, or value which is part of the heritage of the City or County that has been officially designated on the Local Landmark Register (Historic Resource List) and set aside for conservation or preservation.
- (20) Local Landmark Register (Resource List): The list of historic resources officially recognized by the City of Grants Pass as important to its history and afforded protection under the Development Code. Local Landmark Register,

Resource List and Historic Resource List are interchangeable terms.

- (21) Locally Significant Historic Resource: Means a building, structure, site, object, or district designated to the City of Grants Pass Resource List.
- (22) National Register of Historic Places: The nation's official list of buildings, structures, sites, objects, and districts important in the nation's history and maintained by the National Park Service in Washington, D.C., and hereinafter referred to as the "National Register." Historic resources listed in the National Register are referred to as "Historic Resources of Statewide Significance" in Oregon Revised Statutes.
- (23) National Register Resource: Buildings, structures, objects, sites, or districts listed in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1966, as amended (PL 89-665; 16 U.S.C. 470).
- (24) Non-Contributing: A historic resource in existence within the applicable period of significance that does not retain or exhibit sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties do not strengthen the historic integrity of an existing or potential historic district in their current condition.
- (25) Not in Period: A building, structure, object, or site that was originally constructed outside the applicable period of significance.
- (26) Owner:
  - i. The owner of fee title to the property as shown in the deed records of Josephine County; or
  - ii. The purchaser under a land sale contract, if there is a recorded land sale contract in force for the property; or
  - iii. If the property is owned by the trustee of a revocable trust, the settlor of a revocable trust, except that when the trust becomes irrevocable only the trustee is the owner; and
  - iv. Does not include individuals, partnerships, corporations or public agencies holding easements or less than fee interests (including leaseholds) of any nature; or
  - v. For a historic resource with multiple owners, including a district, a simple majority of owners as defined in (i)-(iv).
  - vi. For National Register Resources, those individuals, partnerships, corporations or public agencies holding fee simple title to property. Owner or owners does not include individuals, partnerships, corporations or public agencies holding easements or less than fee interests (including leaseholds) of any nature.
- (27) Record of Designation: The official document that describes how a Locally Significant Historic Resource meets the criteria for designation to the Resource List.
- (28) Resource List (Local Landmark Register): The list of Locally Significant Historic Resources adopted by City of Grants Pass in its Comprehensive

Community Development Plan as important to its history and afforded protection under these regulations.

- (29) Significant Historic Resource: A building, structure, site, or district on the Local Landmark Register (Resource List) or a National Register Resource.

13.420 District Types and Map

13.421 Historic Types.

- (1) The Historic Map shall allow for the designation of:
- (a) Areas with a high concentration of historic structures, designated "Historic Districts,"
  - (b) Areas with a lower concentration of historic structures, designated "Conservation Districts," and
  - (c) Structures, sites or signage of historic or architectural significance not located in a Historic or Conservation District, designated as "Landmarks."
- (2) Historic Review shall apply to the following:
- (a) Historic Districts, designated in accordance with this Article; and
  - (b) Conservation Districts, designated in accordance with this Article; and
  - (c) Landmarks, sites or signs, designated in accordance with this Article.

13.422 Historic Districts and Historic District Maps. The following Historic Districts are depicted in Figure 13.400-1.

- (1) Grants Pass Downtown Local Historic District. The Grants Pass Downtown Historic District is a Local Historic District (a Conservation District as defined in Section 13.412(4)) and a locally significant historic resource. It is an overlay zone with boundaries shown in Figure 13.400-1. Properties within this Local Historic District are subject to the provisions of Section 13.400. "Opt Out" properties shown on the map and listed in Schedule 13.400-1 did not consent to inclusion in this Local Historic District as described in Section 4.046 of this Code. "Opt Out" properties are not subject to the local regulations which apply to historic resources, including provisions of Section 13.400, unless such property was already designated as a Local Landmark, National Landmark, or within a National Register Historic District, in which case applicable provisions of this Code apply.
- (2) National Register Historic District: The G Street Historic District is a National Register Historic District listed on the National Register of Historic Places. It is a Significant Historic Resource. Any structure within the G Street Historic District is protected through the review process outlined in Section



13.451, except for any structure listed on the National Register after February 23, 2017.

[illegible]

**1**

### Local Historic District “Opt Out” Properties (refusal to consent to inclusion per GPDC Section 4.046)

**Schedule 13.400-1. Key to Grants Pass Downtown Local Historic District “Opt Out” Properties  
(Did not provide consent for inclusion per GPDC Section 4.046)**

<b>MAP REFERENCE NUMBER</b>	<b>ASSESSOR'S DATABASE MAP &amp; TAX LOT NUMBER 1/2018</b>	<b>ASSESSOR'S PRIMARY SITUS ADDRESS 1/2018</b>	<b>ADDITIONAL / ALTERNATE STREET ADDRESSES PER 911 ADDRESS DATABASE</b>
1	36-05-18-41-7900	333 SW 5th St	333 SW 5th Street
2	36-05-17-23-11800	301 NE 6th St	301 NE 6th Street
3	36-05-17-23-11900*	301 NE 6th St	301, 305 NE 6th Street
4	36-05-17-32-2380	111 SE 6th St	111 SE 6th Street
p/o 5	36-05-17-32-2300	115 SE 6th St	115, 117, 119, 121 SE 6th Street
p/o 5	36-05-17-32-2300	115 SE 6th St	124, 130, 138, 144, 150, 160, 164, 168 SE G St
6	36-05-17-32-6300	201 SE 6th St	201, 215 (#201), 215 (#307), 215 (#401) SE 6th St
7	36-05-17-32-6400	217 SE 6th St	217 SE 6th Street
8	36-05-18-41-8600	401 SE 6th St	401, 405 SE 6th Street
9	36-05-18-41-8700	409 SE 6th St	409, 413 SE 6th Street
10	36-05-18-41-7600	308 SW 6th St	306, 308, 310 SW 6th Street
11	36-05-18-41-10000	420 SW 6th St	420 SW 6th Street
12	36-05-17-32-6200	111 SE G St	111, 113, 115, 117, 119 SE G Street
p/o 13	36-05-18-41-101	144 SW G St	101, 103, 105, 107 SW 4th Street
p/o 13	36-05-18-41-101	144 SW G St	144, 150, 180, 204, 208, 212, 216, 218, 220, 224, 226, 230 SW G Street
p/o 13	36-05-18-41-101	144 SW G St	198 SW 6th Street
14	36-05-17-32-6800	132 SE H St	132, 138 SE H Street
15	36-05-17-32-6900	138 SE H St	140, 142 SE H Street
16	36-05-18-41-7700	117 SW H St	117, 119, 121, 123 #A, 123 #B SW H Street
17	36-05-18-41-6400	229 SW H St	229 SW H Street
18	36-05-18-41-5500*	305 SW H St	305 SW H Street
19	36-05-18-41-8000	128 SW I St	128 SW I Street

\*This tax lot is split by the Local Historic District boundary. The portion of the site outside the boundary is a parking lot.

**NOTE:** Addresses and Map and Tax Lot Numbers are not legal descriptions, and as a result they are subject to change. This table is provided for reference only. The map is the official designation of the Historic Districts and “opt-out” properties. In the event of a conflict between the map and the table, the map shall govern. In the event of a conflict within the table, the Map and Tax Lot numbers shall govern over street addresses.

Historic Landmarks.

- (1) Local Landmarks. Local Landmarks are “local significant historic resources.” They are designated by the City of Grants Pass through an overlay zone which applies to the Local Landmarks listed in Schedule 13.400-2. Local Landmarks are subject to the provisions of Section 13.400.
- (2) National Register Landmarks. National Landmarks are listed on the National Register of Historic Places and are “National Register Resources.”

National Register Landmarks within the City of Grants Pass planning area which were on the National Register of Historic Places at the time of the applicable code amendment are identified in Schedule 13.400-2 for convenience. However, the National Register of Historic Places provides the official list of these properties.

Historic Landmarks are protected through the review process outlined in Section 13.451.

Schedule 13.400-2. Historic Landmarks:  
Local Landmarks and Landmarks on the National Register of Historic Places within the Grants Pass Planning Area  
(See notes which follow table)

Schedule 13.400-2. Historic Landmarks

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
730 NW 2nd Street	730 NW 2nd Street	36-5-18-11-4400		T.F. Croxton House, Leroy Tillery owner in 1981	Y			
214 NW 3rd Street	214 NW 3rd Street	36-5-18-14-9100		Dwelling, Walter J. and Theresa A Cannon owners in 1981	Y			
612 NW 3 <sup>rd</sup> Street (per 1981 inventory detail page, correct)	612 NW 3 <sup>rd</sup> Street	36-5-18-11-9800	1905	Michael Clemens House (See 1981 Inventory Sheet 9-49.3)	Y	Y		
612 NW "A" Street (per 1981 inventory summary page, incorrect)				(See also listing and notes for 612 NW "A" Street. The Clemens House was previously referenced to that address in error).				
N/A	214 SW 4 <sup>th</sup>	36-5-18-41-4300	1912	Address correction made to local landmark list in 2018.	N	Y	Y	
604 NW 4th Street	604 NW 4th Street	36-5-17-22-14400	1906	Grants Pass City Hall & Fire Station (Listed as 4 <sup>th</sup> and H Street in National Register materials)	Y			
716 NW 4th Street	716 NW 4th Street	36-5-17-22-10500		Smith Home, Tom Turner owner in 1981	Y			
724 NW 4th Street	724 NW 4th Street	36-5-17-22-10600	1890	George Cramer House	Y			
750 NW 4th Street	750 NW 4th Street	36-5-17-22-11100		Robert & Lucy McLean House	Y	Y		
				James Olson House (Sutton House)	Y			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
751 NW 4th Street	751 NW 4th Street	36-5-17-22-9100		L.B. Hall House, Grover House	Y			
757 NW 4th Street	757 NW 4th Street	36-5-17-22-9000		James Martin, Postmaster in 1981	Y			
758 NW 4th Street	758 NW 4th Street	36-5-17-22-11200		Frank Mashburn Home in 1981	Y			
804 SW 4th Street	804 SW 4th Street	36-5-18-43-5900		Dr. Campbell's office 1981 Harold E. and Opal J. Campbell owners in 1981	Y			
612 NW 5th Street	612 NW 5th Street	36-5-17-22-14500	1909-10	George Calhoun House	Y	Y		
830 NW 5th Street	830 NW 5th Street	36-5-17-22-7300	1920-30	Margaret Higgins owner in 1981	Y			
508 SW 5th Street	508 SW 5th Street	36-5-18-41-12900	1901-02	Claus & Hannchen Schmidt House, Historical Society	Y	Y	Y	
605 NE 6th Street	128 NE "B" Street	36-5-17-23-2000	1889	Newman (United) Methodist Church (Listed as 128 NE "B" Street in National Register materials).	Y	Y		
140 NW 6th Street	132 NW 6th Street	36-5-17-32-2100	1939	US Post Office	Y		Y	
208 NW 6th Street	208 NW 6th Street	36-5-17-23-18200		First National Bank of Southern Oregon	Y		Y	
306 NW 6th Street	306 NW 6th Street	36-5-17-23-11300	1925	Redwoods Hotel (listed as 310 NW 6th St in National Register Materials)	Y	Y	Y	
512 NW 6th Street	500 NW 6th Street	36-5-17-23-2900	1916	Josephine County Courthouse	Y			
720 NW 6th Street	720 NW 6th Street	36-5-17-22-2500	1905	Dr. William H. Flanagan House	Y	Y		
746 NW 6th Street	746 NW 6th Street	36-5-17-22-2700	1908	H.L. Wilson House	Y			
762 NW 6th Street	762 NW 6th Street	36-5-17-22-3100	1902	John & Susanna Ahlf House	Y	Y		
N/A	961 SE 8th Street	36-5-19-11-4600 & 4700	1936	Clark-McConnell House	N	Y		
N/A	304 E. Park Street	36-5-19-14-100	1906	Riverside Park	N	Y		
701 NE 8th Street	701 NE 8th Street	36-5-17-24-2400	1910?	Dwelling, owned by Ralph van Delden in 1981	Y			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
717 NE 8 <sup>th</sup> Street	717 NE 8 <sup>th</sup> Street	36-5-17-24-2200	1910?	Swacker Home, (demolished circa 2000, between 1998 and 2001). Was removed from local landmark list by Ordinance 13-5590.	N			
860 NE 8 <sup>th</sup> Street	860 NE 8 <sup>th</sup> Street	36-5-17-21-1700	c 1905	Mishler-Collins House	Y			
N/A	906 NE 8 <sup>th</sup> Street	36-5-17-21-1500	c1865	Dimmick-Judson House	N	Y		
1109 NE 9 <sup>th</sup> Street	1109 NE 9 <sup>th</sup> Street	36-5-8-43-5900	c1900?	Dwelling	Y			
761 NE 12 <sup>th</sup> Street	745 NE 12 <sup>th</sup> Street	36-5-17-11-10600	1930s	County offices in 1981, once served Oregon Department of Forestry.  Resource is now a residence on 745 NE 12 <sup>th</sup> Street (TL 10600), Parcel 1 of Partition Plat 1990-26.  Was contiguous and in same ownership as property still addressed as 761 NE 12 <sup>th</sup> St (TL 10604), which is Parcel 1 of Partition Plat 1990-27, divided c1990.  This was erroneously removed from the local landmark list by Ordinance 13-5590 and was added back to the local landmark list in 2018.	Y			
122 NE "A" Street	122 NE "A" Street	36-5-17-22-800	c1910	McKinstry House	Y			
303 NE "A" Street	303 NE "A" Street	36-5-17-23-300	1905?	Dr. F. W. Van Dyke House	Y			



1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
1508 NE "A" Street	703 NE Piedmont (was 1510 NE "A")	36-5-16-23-700	1900	Dwelling in 1981. Appears to have been home on corner lot at 1510 NE "A" Street built in 1900, demolished c. 1995-1997, TL 36-5-16-23-700, now rebuilt and new address of 703 NE Piedmont. Was removed from local landmark list by Ordinance 13-5590.	N			
220 NW "A" Street	220 NW "A" Street	36-5-17-22-10200		Ben Spaulding / Millard, (Faith House)	Y			
310 NW "A" Street	310 NW "A" Street	36-5-17-22-13200		Tom Fry (Esther) owner in 1981	Y			
N/A	404 NW "A" Street	36-5-18-11-1700	c1914	George H. Lundburg House	N	Y		
612 NW "A" Street  (See also listing and notes for 612 NW 3 <sup>rd</sup> Street)	612 NW "A" Street	36-5-18-11-5800		The Hull & Hull property at this address/tax lot is not a local landmark. The Clemens House at 612 NW 3 <sup>rd</sup> Street on the corner of 3 <sup>rd</sup> and "A" Streets was erroneously listed as 612 NW "A" Street in the local landmark list. The Clemens House at 612 NW 3 <sup>rd</sup> Street is the local landmark, not the Hull & Hull property located at 612 NW "A" Street. Address correction made to local landmark list in 2018.	N			
N/A	121 NE "B" Street	36-5-17-23-3700	1925	Albert B. and Mary Cornell House	N	Y		
412 NW "B" Street	412 NW "B" Street	36-5-18-11-10200		Dwelling – Katherine Hartman Medonca owner 1981	Y			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
421 NW "B" Street	421 NW "B" Street	36-5-18-14-900	1929	Amos E. Voorhies House	Y	Y		
614 NW "B" Street	614 NW "B" Street	36-5-18-11-9500		Bradley W. Pusschel owner in 1981	Y			
619 NW "B" Street	619 NW "B" Street	36-5-18-11-10600		Dwelling. Everett J. & Pearl V. Rosecrans owner in 1981	Y			
1800 NE Beacon Drive	1800 NE Beacon Dr	36-5-8-14-1400		Octagon House	Y			
331 SW Burgess Street	331 SW Burgess St	36-5-18-43-6200		Diane Masters and Michael Garton owners in 1981	Y			
N/A	127 NW "D" Street	36-5-17-23-10800	1903	Clark-Norton House	N	Y		
N/A	118 NW "E" Street	36-5-17-23-11201	1905	Hotel Josephine Annex	N	Y		
219 NW "E" Street	219 NW "E" Street	36-5-18-14-11000		Was Josephine County Food Center in 1981. Original resource was demolished some time before 1992 historic survey. New office was built in 1999. Was removed from local landmark list in 2018.	N			
201 Evelyn Street	201 NW Evelyn Street	36-5-17-22-7900		Dwelling	Y			
314 NE Fetzner Street	314 NE Fetzner Street	36-5-17-21-700	1893-94	Joseph Fetzner House	Y	Y		
989 Fruitdale Drive	989 Fruitdale Drive	36-5-20-34-1105	N/A	This address was added to the landmark list in error. There is no local landmark on this property. The correct resource is the P.P. Proctor Home located at 995 Fruitdale Drive. See notes for Proctor Home listing.  Address correction to local landmark list in 2018.	N			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
<p>"989 Fruitdale Drive (Behind)", (per 1981 Inventory detail sheet, correct)</p> <p>989 Fruitdale Drive, (per 1981 Inventory summary sheet, incorrect)</p>	995 Fruitdale Drive	36-5-20-34-1104	c1910	<p>P.P. Proctor Home.</p> <p>The 1981 Inventory detail sheet listed the property as "989 Fruitdale Drive (Behind)" without listing a separate address. The 1981 Inventory summary sheet listed the property as 989 Fruitdale Drive. Therefore, 989 Fruitdale Drive was erroneously added to the list of local landmarks.</p> <p>989 Fruitdale Drive is Lot 2 of Heritage Homes Subdivision (tax lot 1105), while the Proctor Home is located at 995 Fruitdale Drive, which is Lot 1 of Heritage Homes Subdivision (tax lot 1104), a flag lot behind Lot 2.</p> <p>Address correction to local landmark list in 2018.</p>	Y			
1650 Fruitdale Drive	1650 Fruitdale Drive	36-5-21-33-3500	1909	George Hamilton House (orchards)	Y			
125 SE "G" Street	125 SE "G" Street	36-5-17-32-6000		Owl Billiard Parlor	Y		Y	
111 SW "G" Street	111 SW "G" Street	36-5-18-41-400	1894	Sauer & Ferner Building (Smoke Shop in 1981)	Y		Y	Y

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
115 SW "G" Street	115 SW "G" Street (p/o TL 500 listed as 115 SW "G" Street)	36-5-18-41-500	1894	Sauer & Fenner Building (Gold Center in 1981)	Y		Y	Y
117 SW "G" Street	117 SW "G" Street is (p/o TL 500 listed as 115 SW "G" Street)	36-5-18-41-500	1894	Sauer & Fenner Building (Blind George's in 1981)	Y		Y	Y
125 SW "G" Street	125 SW "G" Street	36-5-18-41-700	1894	Dixon's Dry Goods (Krauss in 1981)	Y		Y	Y
129 SW "G" Street	129 SW "G" Street	36-5-18-41-800	1894	p/o Joseph L. Scott Building (1 of 2) Fish Bowl in 1981	Y		Y	Y
131 SW "G" Street	131 SW "G" Street is p/o TL 800 listed as 129 SW "G" Street	36-5-18-41-800	1894	p/o Joseph L. Scott Building (2 of 2) Vacant in 1981	Y		Y	Y
137 SW "G" Street	137 SW "G" Street	36-5-18-41-900	1894	Booth-Cornell Grocery Building 3P's Antiques in 1981, previously Leroy's Pool Hall	Y		Y	Y
139 SW "G" Street	139 SW "G" Street	36-5-18-41-1000	1894	Booth-Cornell Grocery Building Leather Shop in 1981	Y		Y	Y
141 SW "G" Street	141 SW "G" Street is (p/o TL 1100 listed as 145 SW "G" Street)	36-5-18-41-1100	1900	p/o Lempke Building (1 of 2), Cucumber Castle clothing in 1981	Y		Y	Y
145 SW "G" Street	145 SW "G" Street (p/o TL 1100 listed as 145 SW "G" Street)	36-5-18-41-1100	1900	p/o Lempke Building (2 of 2), House of Nutrition in 1981, previously Perfection Bakery	Y		Y	Y
147 SW "G" Street	147 SW "G" Street	36-5-18-41-1200	1900	Kienlen-Harbeck Building	Y	Y	Y	Y
207 SW "G" Street	201 SW "G" Street	36-5-18-41-2200	1900	Palace Hotel, Old Town Meat Co. in 1981	Y		Y	Y

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
211 SW "G" Street	211 SW "G" Street	36-5-18-41-2300	1900	Kessler-Harper Building, Rare Earth in 1981	Y		Y	Y
229 SW "G" Street	229 SW "G" Street	36-5-18-41-2600	1905	Kesterson Building Peppermint Parlor in 1981	Y		Y	Y
233 SW "G" Street	233 SW "G" Street	36-5-18-41-2700 (& 2890)	1894	E.A. Wade Building Smithson's Jewelry in 1981	Y		Y	Y
241 SW "G" Street	241 SW "G" Street	36-5-18-41-2900	1902	Chiles/City Market Building	Y		Y	Y
307 SW "G" Street	307 SW "G" Street	36-5-18-41-3800?	c.1900	Valley Auto Glass in 1981.  Removed from local landmark list by Ordinance 13-5590. Background materials noted "rebuilt". However, 2015 George Kramer historic survey noted modifications but rated as "Eligible/ Contributing". Therefore, it was added back to the local landmark list in 2018.	N			
509 SW "G" Street	509 SW "G" Street	36-5-18-41-4500 (bldg) 36-5-18-41-4600 (patio)		Grants Pass Brewery	Y			
532 SW "G" Street	530 SW Foundry Street	36-5-18-13-6800		Now Gospel Rescue Mission property. Was Three C's Lumber Mill, old operating mill in 1981. No longer present. Was removed from local landmark list by Ordinance 13-5590.	N			
591 SW "G" Street	591 SW "G" Street	36-5-18-42-1500	c.1885	Edwin Newell House	Y	Y		

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
1215 SW "G" Street	1215 SW "G" Street	36-5-18-31-1900		Roosevelt School	Y			
N/A	117 SW "H" Street, (117 SE "H" Street)	36-5-18-41-7700		H.E. Campbell / Rogue River Hardware Building. In 2013, 117 SW "H" Street was considered for addition to the landmark list but never added. However, it was also erroneously identified as 117 SE "H" Street, which was erroneously added to the landmark list. Neither 117 SE "H" Street nor 117 SW "H" Street was designated as a local landmark in 2013.  Since it was never added to the local landmark list by Ordinance in 2013, the only change to the local landmark list in 2018 was clarification and administrative correction.	N			
N/A	143 SE "H" Street	36-5-17-32-7100	1938	Rogue Theater	N	Y	Y	
140 SW "H" Street	138 SW "H" Street	36-5-18-41-1300	1900	Smith Carnahan Building. Burned 12/28/1980. Now a public parking lot at 138 SW "H" Street known as "The Owl Lot". Was removed from local landmark list by Ordinance 13-5590.	N			
1021 NW Hawthorne Av.	1021 NW Hawthorne Av.	36-5-8-33-7600	c1894	Cunningham House? First kindergarten. Jack Shipley owner in 1981. (2 inventory forms)	Y			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
139 SW "I" Street	139 SW "I" Street	36-5-18-41-9600	1908	Herbert & Katherine Smith House (Smith-Carnahan House)	Y	Y	Y	
417 SW "I" Street	417 SW "I" Street	36-5-18-42-7100		Owned by Roy and Myrle Neely in 1981	Y			
N/A	1012 SW "L" Street	36-5-18-31-10300	1933	Forest Service – Grants Pass Supervisor's Warehouse	N	Y		
1223 NW Lawnridge Av.	1223 NW Lawnridge Av.	36-5-8-33-4600	c1910	Dan Molines owner in 1981	Y			
1304 NW Lawnridge Av.	1304 NW Lawnridge Av.	36-5-8-32-11400	1909	Dwelling in 1981	Y			
1501 NW Lawnridge Av.	1501 NW Lawnridge Av.	36-5-8-23-2002		Barbara Head owner in 1981	Y			
821 SE "M" Street	821 SE "M" Street	36-5-20-21-1000		Moser House in 1981	Y			
203 SW Oak Street, "Lot and Buildings between Oak and G"	207 SW Oak Street	36-5-18-42-2900		City of Grants Pass Water Treatment Plant	Y			
				The address and location description for these two resources listed in the 1981 Inventory appear to be the same property / general location as the current address of 207 SW Oak. Was Woolridge's Boat Yard. Buildings burned in 2004 per news article. Was removed from local landmark list by Ordinance 13-5590.	N			
421 SE Riverside Av.	421 SE Riverside Av.	36-5-20-22-5400		Neathammer Home	Y			
N/A	2064 Upper River Rd	36-6-13-13-1800		Rogue River Valley Grange #469. *This structure is listed on the National Register, but has since burned down.	N	Y*		
2030 NW Vine Street	2030 NW Vine Street	36-5-5-33-1000		Atlantic Richfield Service Station (The Lantern Tavern in 1981)	Y			

1981 Historic Inventory Address	Primary Address for Assessor's Map & Tax Lot, 1/2018 (in GIS)  (Properties may also have additional addresses).	Assessor's Map & Tax Lot, 1/2018	Approximate Year Built per Inventory/ies	Historic name or identifying information from 1981 Inventory or National Register materials, etc.	Local Landmark	National Register Landmark	Landmark also in Local Hist. Dist.	Landmark also in National Hist. Dist.
1002 NW Washington Blvd	1002 NW Washington Blvd	36-5-8-33-8500	1910-20	Thomas Croxton House (R.L. Coe House)	Y	Y		

**NOTE 1:** This list of historic landmarks includes an initial list of local landmarks which were rated as "Exceptional" in the 1981 Inventory conducted by the Mayor's Advisory Committee on Historic Preservation, as that list has been subsequently amended. In accordance with Oregon Administrative Rules (OAR), amendments to the list of local landmarks are land use decisions. Local landmarks may have been added, and local landmarks which are no longer present may have been removed, with documentation provided in the table. In the event of any address or similar discrepancies, the local landmark designations are based on the information and documentation of the resource provided in the 1981 Inventory and subsequent amendments.

**NOTE 2:** Certain provisions of Oregon Administrative Rules (OAR 660-023-0200) apply directly to properties listed on the National Register, whether or not the properties or requirements are listed in the Development Code. For convenience, this list includes national historic landmarks which are listed on the National Register of Historic Places, as of the date of the applicable Development Code amendment. However, properties may have been added to the National Register of Historic Places after this code was last amended, or additional properties may have been added to the area subject to Grants Pass planning jurisdiction and the Development Code. Therefore, the National Register should be reviewed directly for the current list of historic landmarks on the National Register.

**NOTE 3:** This list does not include all properties within historic districts. See the map of the historic districts for complete identification of properties within the districts. This table only identifies whether a property which is separately listed as a Local Landmark or National Register Landmark is also located within a historic district. This list does not include non-landmark properties which are within a historic district.



13.424. Properties with Multiple Historic Designations. Some properties have more than one of the following designations: Local Historic Landmark, within Local Historic District, National Register Historic Landmark, within National Register Historic District. Properties with more than one designation shall comply with all applicable provisions of this Code and OAR 660-023-0200 for each designation.

13.430 Procedures for Historic Review

13.431 Initiation. A Historic Designation, Amendment, Rescission, or Historic Review procedure may be initiated by the following:

- (1) A recognized neighborhood group, area association, or any interested person.
- (2) Historical Buildings and Sites Commission.
- (3) Urban Area Planning Commission.
- (4) City Council.

13.432 Pre-application Conference Required. A pre-application conference is required when the designation or review application is initiated by a property owner, neighborhood group, area association, or any interested person.

Prior to submitting an application for review, the applicant shall request a pre-application conference with the Director of Community Development as provided in Section 3.041 of this Code.

13.433 Complete Submittal. Prior to review of the request, a complete application shall be prepared and submitted to the Director of Community Development in accordance with the minimum submittal requirements contained in Section 3.050 of this Code.

13.434 Designation and Review Procedures.

- (1) Historic Designation applications shall be processed according to Section 4.047 of this Code and the procedures in Schedule 2-1.
- (2) Historic Review applications shall be processed according to Schedule 13-2 as follows:

Schedule 13-2: Procedure for Historic Review			
Application Type	Type I-A	Type I-C	Type III
Alteration (Exterior)			
a. Per Design Guidelines (Section 13.450)	✓		
b. Not within Guidelines			✓
New Construction in District			
a. Per Design Guidelines		✓	
b. Not within Guidelines			✓
Signage			
a. Per Design Guidelines	✓		
b. Not within Guidelines			✓
c. Murals			✓
Demolition in District			✓
Demolition of Landmarks			✓

- (3) In the conduct of land use procedures for the Historical Buildings and Sites Commission, the designation "Historical Buildings and Sites Commission" shall be substituted for the designation "Planning Commission" in Section 2, Procedural Types, and Section 10, Appeals.
- (4) Historical Buildings and Sites Commission meeting procedures are deemed quasi-judicial and shall be governed by the Quasi-judicial Hearing Rules, pursuant to Section 8 of this Code.

13.435 Amendment and Rescission Procedures. A District or Landmark designation may be amended or rescinded utilizing the same procedure required for District or Landmark designation, as provided in Section 4.047 and Schedule 2-1. In order to approve an application for the removal of a Locally Significant Historic Resource from the Resource List the Commission must find the following:

- (1) The Locally Significant Historic Resource has lost the qualities for which it was originally recognized; and/or
- (2) Additional information shows that the Locally Significant Historic Resource no longer satisfies the criteria for recognition or did not satisfy the criteria for recognition at the time of listing; and/or
- (3) The Building Official declares that the Locally Significant Historic Resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.

(4) The designation of the property to the Resource List was imposed on the property at the time of designation and:

- a. The owner has retained ownership since the time of the designation; and
- b. The owner can demonstrate that the owner objected to the designation on the public record; or
- c. Was not provided an opportunity to object to the designation; and
- d. The owner requests in writing that the local government remove the property from the Resource List.

13.436 Appeals. The final action of the Historical Buildings and Sites Commission may be appealed as provided in Section 10.050 for Type III decisions. Decisions of the City Council are appealable to the Oregon State Land Use Board of Appeals.

13.440 Designation of Historic Resources

13.441 Designation Criteria. A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

- (1) The designation of a District or Landmark serves the purpose of this section.
- (2) The boundaries of a District are adequate and suitable for designation.
- (3) Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.
- (4) Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

13.442 Historical Buildings and Sites Commission and City Council Action.

- (1) Commission Action. The Historical Buildings and Sites Commission shall take action as provided for the Planning Commission, for Type III review pursuant to Section 2.050, except that the oral decision and the final decision steps shall be combined, (see Section 9 and 2.055(3)) and the final decision shall be accompanied by findings, notice and all other requirements of a final decision.
- (2) Council Action. The Council shall take action as provided for Type IV review pursuant to Section 2.060. In addition, Council may remand the matter to the Historical Buildings and Sites Commission for additional consideration of specific matters.

13.450 Historic Resource, Conservation District and Landmarks Design Guidelines

City Review Required. This section on required review does not apply to structures added to the National Register of Historic Places after February 23, 2017.

- (1) Except as provided in Section 13.454, no person may alter any significant historic resource, any structure, site or signage in a Historic District, a designated structure in a Conservation District, or any Landmark in such a manner as to affect its exterior appearance, nor may any new structure be constructed in a Historic District or Conservation District, unless it has previously been reviewed in accordance with the procedure type specified in Schedule 13-2. The alteration, relocation, or demolition of a Landmark (or any property listed in the National Register of Historic Places individually or a part of a historic district) shall require the issuance of a Certificate of Appropriateness (COA).
- (2) Should the alteration of a “National Register Resource” include an act that destroys, removes, or relocates in whole or part a significant historic resource such that its historic, cultural, or architectural character and significance is lost, the review shall include, at a minimum, a public hearing before the Historical Buildings and Sites Commission (conducted in accordance with Section 7.063) that results in approval, approval with conditions, or denial, and considers the following factors:
  - (a) condition,
  - (b) historic integrity,
  - (c) age,
  - (d) historic significance,
  - (e) value to the community,
  - (f) economic consequences,
  - (g) design or construction rarity, and
  - (h) consistency with and consideration of other policy objectives in the Grants Pass Comprehensive Plan.
- (3) The City shall not issue a permit for modification of a “locally significant historic resource” during the 120-day period following:
  - (a) The date the property owner did not consent to the historic resource designation; or
  - (b) The date of an application to demolish or modify the resource if the City has not designated the locally significant resource through its land use code amendment process and allowed owners of inventoried historic resources to refuse historic designation at any time during the historic resource designation process.

13.452 Criteria for Approval. The decision to approve an alteration or new construction shall be based upon the following:

- (1) Complies with the applicable development standards of this section;
- (2) Complies with the purpose of Section 13.411 (Historic Resources: Districts and Landmarks);
- (3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;
- (4) The effect of the proposed new structure on the character of the District;
- (5) The economic effect of the new structure on the historic value of the District; and
- (6) Complies with required applicable state and federal design guidelines.

13.453 Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Historic Preservation Officer shall be reviewed by the Historic Buildings and Sites Commission (HBSC).

- (1) Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.
  - (a) Brick and Stucco are the recommended materials for building faces, depending on the age and design of the building.
  - (b) Exposed brick is desirable when possible, particularly on buildings of the 1890-1920 period.
  - (c) Materials Requiring HBSC Review:
    - (i) River rock, or other round rock surfaces.
    - (ii) Corrugated metal panels, similar metal products, corrugate fiberglass panels, or any other material that requires corrugation, seams or similar manipulation of the exterior surface to prevent deflection of the surface.
    - (iii) Vinyl and any form of plastics.
- (2) Roofs.

- (a) Exclusions. Re-roofing any historic structure, or structure within the Historic District, with new materials of the same type, profile, and visual qualities as the existing, subject to the requirements of the adopted City of Grants Pass Building Code, is excluded from review under this section.
- (b) Pre-Approved Materials for Residences. The following roofing materials are pre-approved for use in the Historic District:
  - (i) Wood Shakes.
  - (ii) Wood Shingles.
  - (iii) Fiberglass Composition (Asphalt) Shingle:
    - (A) 3-Tab.
    - (B) Architectural Grade Fiberglass Composition (Asphalt).
    - (C) Asphalt Shake/Multi-Layer Asphalt.
- (3) Additions and/or New Construction. New additions, exterior alterations or related new construction shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property.
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
  - (a) Exterior colors shall be selected from commercially available historical color palettes representative of the geographic area and correct historic era for the building.
  - (b) Historic whites shall be selected over modern “bright” whites.
  - (c) Black shall be used as a trim color only.
  - (d) The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.
- (5) Awnings/Marquees/Canopies. Awnings/Marquees/Canopies can help unify or provide interest to an otherwise undistinguished exterior. The installation of new awnings, marquees and/or canopies on existing structures require review by the HBSC:
  - (a) Awnings, marquees and canopies shall be mounted directly to the structure.

- (b) Preferred materials are canvas or metal (depending upon the age and design of the building).
  - (c) Vinyl and plastics are not recommended.
  - (d) Awnings/Marquees/Canopies should be properly maintained.
- (6) Signs. All signage applying for approval will be reviewed for compliance with the following design criteria:
- (a) Placement. Signage shall be installed in appropriate sign areas, as defined by the existing architecture of the façade. See Figure 20-38.
  - (b) Material. Sign materials shall be consistent with the traditional character of the Historic District. Appropriate materials include:
    - (i) Metal, including iron, steel, brass, copper, aluminum and other natural finishes.
    - (ii) Painted metal, including powder-coated or enameled metals.
    - (iii) Wood, including painted or natural, carved or sand-blasted lettering.
    - (iv) Glass
  - (c) Illumination. Signs may be illuminated or non-illuminated and shall use forms consistent with the Historic District. Appropriate illumination includes exposed neon tubing and indirect illumination..
  - (d) Awnings and canopies. Awnings and canopies in the Historic District may incorporate signs and may project over the right-of-way.

13.454 Historical Buildings and Sites Commission Action. The Historical Buildings and Sites Commission shall assume the role of the Urban Area Planning Commission in the Type III Procedure for historic review pursuant to Section 2.050. The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452, and with the purpose of this section, Section 13.411.

13.455 Public Safety Caveat. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural features which does not involve a change in design, material or the outward appearance of such feature. The Building Official shall certify such repair is required for the public safety because of its unsafe or dangerous condition and that time is of the essence in such repair.

- (1) Sandblasting shall be excluded as a method for cleaning the exterior of buildings unless specifically approved by the Historical Buildings and Sites Commission.

13.460 Demolition Review

13.461 Review Required.

- (1) If an application is made for a building permit to demolish all or part of a structure which is a significant historic resource, or which is located in a Conservation District or a Historic District, the Historic Preservation Officer shall transmit to the HBSC a copy of said transaction within seven (7) days of application acceptance.
- (2) The HBSC shall hold a public hearing pursuant to the Type III procedures in Section 2.050 within thirty-five (35) days of acceptance of a complete application by the Historic Preservation Officer.
- (3) For National Register Resources, the review shall be as outlined in Section 13.451(2).
- (4) For a "National Register Resource" listed in the National Register of Historic Places after the effective date of the Administrative Rule, additional protection measures may be applied only upon considering, at a public hearing, the elements described in Section 13.451(4).
- (5) The City shall not issue a permit for demolition or modification of a locally significant historic resource during the 120-day period following:
  - (a) The date the property owner did not consent to the historic resource designation; or
  - (b) The date of an application to demolish or modify the resource if the City has not designated the locally significant resource through its land use code amendment process and allowed owners of inventoried historic resources to opt out of historic designation at any time during the historic resource designation process.

13.462 Criteria for Approval. In determining the appropriateness of the demolition as proposed in an application for a building permit, the HBSC shall consider the following:

- (1) All plans, drawings, and photographs as may be submitted by the applicant;



- (2) Information presented at a public hearing held concerning the proposed work;
- (3) Applicable Policies of the Comprehensive Plan;
- (4) The purpose of this section (see Section 13.411);
- (5) The historical and architectural style, the general design, arrangement, materials of the structure in question or its appurtenant fixtures and signage; the relationship of such features to similar features of the other buildings within the district and the position of the building or structure in relation to public rights of way and to other building and structures in the area; and
- (6) The effects of the proposed work upon the protection, enhancement, perpetuation and use of the district which cause it to possess a special character or special historical or aesthetic interest or value.

13.463 Historical Buildings and Sites Commission Action.

- (1) Approval of Demolition. The Historical Buildings and Sites Commission may recommend approval, or approval with conditions, of the demolition request to the Historic Preservation Officer after considering the criteria contained in Section 13.462.
- (2) Delay of Demolition. The Commission may delay the issuance of a demolition permit in the interest of preserving historical value, if it determines that the structure should not be demolished.
- (3) Denial of Demolition. The Commission may deny the issuance of a demolition permit in the interest of preserving historical value, if it determines that the structure should not be demolished after considering the criteria contained in Section 13.462.
  - (a) Action by the HBSC denying the issuance of permit for demolition may be appealed to the City Council by the applicant for permit, in the same manner as provided in Section 10.040 for filing an appeal to the final action by the Planning Commission.
- (4) Delay of Landmark or Conservation District Demolition. For a Landmark, which includes structures, sites and signage, or Conservation District demolition request, issuance of the demolition permit may be delayed by the HBSC as follows:
  - (a) The HBSC may invoke a stay of demolition for a period not exceeding thirty (30) days from the date of public hearing for demolition permit.

- (b) The HBSC may invoke an extension of the suspension period if it determines that there is a program or project underway which could result in public or private acquisition of such structure or site, and that there is reasonable ground to believe that such program or project may be successful. In such cases the HBSC, at its discretion, may extend the suspension period in thirty (30) day increments for an additional period not exceeding ninety (90) days, up to a total suspension period of not more than one hundred twenty (120) days from the date of public hearing for demolition permit.
  - (c) During such period of suspension of permit application, no permit shall be issued for such demolition nor shall any person demolish the building or structure.
  - (d) If all such programs or projects are demonstrated to the HBSC to be unsuccessful and the applicant has not withdrawn the demolition permit application, the Historic Preservation Officer shall issue such permit, if the application otherwise complies with this Code.
  - (e) Action by the HBSC suspending issuance of permit for demolition may be appealed to the City Council by the applicant for permit, in the same manner as provided in Section 10.040 for filing an appeal to the final action by the Planning Commission.
- (4) Delay of Historic District Demolition. For an Historic District demolition request, issuance of the demolition permit may be suspended by the HBSC, as follows:
- (a) The HBSC may invoke a stay of demolition for a period not exceeding one hundred twenty (120) days from the date of public hearing for demolition permit.
  - (b) The HBSC may invoke an extension of the suspension period if it determines that there is a program or project underway which could result in public or private acquisition of the structure or site, or the preservation or restoration of such structure or site, and that there is reasonable ground to believe that such program or project may be successful. In such cases, the HBSC, at its discretion, may extend the suspension period for an additional period not exceeding ninety (90) days, to a total of not more than two hundred ten (210) days from the date of application for demolition permit.

- (c) During such period of suspension of permit application, no permit shall be issued for such demolition nor shall any person demolish the building or structure.
- (d) If all such programs or projects are demonstrated to the Commission to be unsuccessful and the applicant has not withdrawn the demolition permit application, the Historic Preservation Officer shall issue such permit, if the application otherwise complies with this Code.
- (e) Action by the HBSC suspending issuance of the permit for demolition may be appealed to the City Council by the applicant for permit, in the same manner as provided in Section 10.040 for filing an appeal to the final action by the Planning Commission.

13.464 Public Safety Caveat. In any case where the City Council has ordered the removal or demolition of any structure determined to be dangerous to life, health or property, nothing contained in the section shall be construed as making it unlawful for any person without prior approval of the HBSC, pursuant to this section, to comply with such order.

13.470 Additional Protections for National Register Resources

13.471 Additional Protections. The HBSC may recommend that the City Council adopt, amend, or remove additional protections for a National Register Resource, provided the National Register Resource is not the subject of a pending application for alteration, relocation, or demolition. Applications of additional protections to a National Register Resource must be processed as a Type IV land use procedure. A National Register Resource need not be designated to the Resource List for additional protections to be applied. Regulations adopted prior to February 23, 2017 regarding the alteration, preservation, restoration, rehabilitation, reconstruction, relocation, and/or demolition of a National Register Resource may be amended or removed when the proposed National Register Resource is not subject of a pending application for alteration or demolition. The action must be processed as a Type IV land use action. Additional protections must be applied to National Register Resources without owner consent under the provisions of OAR 660-023-0200(8)(b).

13.472 Application for Additional Protections. The City of Grants Pass and any person, group, or governmental agency may propose that a National Register Resource be considered for additional protections. The process for applying additional protections is as follows:

- (1) The proposal for adding additional protections to a National Register Resource must include the National Register nomination document and a complete list of the additional protections proposed. The Historic

Preservation Officer may establish additional standards for a complete application.

- (2) At a public hearing, the HBSC must consider all of the following factors:
- a. The historic characteristics identified in the National Register nomination document; and
  - b. The historic significance of the resource; and
  - c. The relationship to the historic context statement and historic preservation plan contained in the Comprehensive Plan, if they exist; and
  - d. The goals and policies of the City of Grants Pass Comprehensive Plan; and
  - e. The effects of the additional protection measures on the ability of Significant Historic Resource owners to maintain and modify features of their Significant Historic Resource; and
  - f. Any other relevant factors.

13.480 Archaeological Resources

13.481 Preservation of Archaeological Resources

- (1) Archaeological resources must be protected and preserved in place subject to the requirements of federal, state, and local regulations, including the guidelines administered by the Oregon State Historic Preservation Office and ORS 358.905 – 358.962.
- (2) A person may not excavate, injure, destroy or alter an archaeological site or object or remove an archaeological object located on public or private lands unless that activity is authorized by a permit issued under ORS 390.235. A violation of the subsection is a misdemeanor.
-

Ordinance Designating Croxton Memorial Park,  
1001 NE Memorial Drive, as an Historical Local  
Item: Landmark.

Date: February 17, 2021

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**SUBJECT AND SUMMARY:**

Adoption of this ordinance would amend Development Code Article 13, Schedule 13.400-2, Historic Landmarks, by designating Croxton Memorial Park, located at 1001 NE Memorial Drive, as an Historical Local Landmark.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by promoting preservation of historic structures and providing the owners with the ability to better manage their property for development.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: Action must be completed by March 19, 2021.

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**BACKGROUND:**

The application as recommended by the Historical Buildings and Sites Commission (HBSC) is to designate Croxton Memorial Park as an Historical Local Landmark.

The subject property represents the founding of Grants Pass and the history of the pioneers who settled the area. Originally deeded to the City by Thomas Croxton as a cemetery, it was later dedicated as a park. His descendant, Virginia Ford, noted in her narrative that it was given to the City in 1856; legal documents from 1957 indicate that it was deeded to the City in his will in 1887. The application contains all of the 1957 research regarding the legal ownership of the property. In 1961, a survey of the remaining tombstones and gravesites was completed. After the survey the tombstones were removed and placed in storage for protection. The Daily Courier published a follow-up article regarding the cemetery in 1974 leading up to the Bicentennial Project. Over the years, volunteers have worked to preserve it and recognize the importance of the cemetery and park to the history of the City.

A public hearing was held by the HBSC on December 10, 2020, to consider the proposal and make a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed amendment at the December 10, 2020, meeting.

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ITEM: 1.b. ORDINANCE DESIGNATING CROXTON MEMORIAL PARK, 1001 NE MEMORIAL DRIVE, AS AN HISTORICAL LOCAL LANDMARK.

Staff Report (continued):

Notice of the proposal and hearing was published in the local newspaper on February 1, 2021.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the designation as submitted;
2. Approve the designation with revisions;
3. Deny the designation; or
4. Postpone: Continue the item indefinitely or to a certain time.

RECOMMENDED ACTION:

It is recommended the Council approve the designation.

---

POTENTIAL MOTION:

I move to adopt the ordinance designating Croxton Memorial Park as an Historical Local Landmark and have it read by title only, first reading.

I move to adopt the ordinance designating Croxton Memorial Park as an Historical Local Landmark, and have it read by title only, second reading.

**CITY OF GRANTS PASS COMMUNITY DEVELOPMENT DEPARTMENT**

**CROXTON MEMORIAL PARK, 1001 NE MEMORIAL DR.  
LOCAL HISTORIC LANDMARK DESIGNATION  
CITY COUNCIL STAFF REPORT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission Recommendation/ City Council Decision
<b>Project Number:</b>	303-00109-20
<b>Project Type:</b>	Local Historic Landmark Designation
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	1001 NE Memorial Dr.
<b>Map and Tax Lot:</b>	36-05-08-DC TL 6900
<b>Zoning:</b>	R-1-6
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of HBSC Hearing</b>	December 10, 2020
<b>Date of HBSC Findings of Fact:</b>	December 10, 2020: Verbal Vote to Approve February 11, 2021: Signed Findings
<b>Date of City Council Staff Report:</b>	February 8, 2021
<b>Date of City Council Hearing:</b>	February 17, 2021

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The park was originally a pioneer cemetery, deeded to the City by Thomas Croxton, an early day Grants Pass pioneer. It was closed for burial in 1904 and deeded as a park in 1947. Restoration of the park was part of the City's Bicentennial Project in 1976 to honor pioneers and recognize the historical value of the cemetery. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY AND CRITERIA:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

### III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### IV. BACKGROUND AND DISCUSSION:

The subject property represents the founding of Grants Pass and the history of the pioneers who settled the area. The stories told by the tombstones ("Killed by a Grizzly") speak to the wild nature of southern Oregon during early settlement. Originally deeded to the City by Thomas Croxton as a cemetery, it was later dedicated as a park. His descendant, Virginia Ford, noted in her narrative that it was given to the City in 1856; legal documents from 1957 indicate that it was deeded to the City in his will in 1887. The application contains all of the 1957 research regarding the legal ownership of the property. In the intervening years it fell victim to vandalism and disrepair. In 1961 a survey of the remaining tombstones and gravesites was completed. After the survey the tombstones were removed and placed in storage for protection. The Daily Courier ran a follow up article regarding the cemetery in 1974 leading up to the Bicentennial Project. Over the years volunteers have worked to preserve it and recognize the importance of the cemetery and park to the history of the City.

### V. CONFORMANCE WITH CRITERIA:

Detailed findings of conformance with applicable criteria are provided in the HBSC's Findings of Fact (see *Exhibit 1*).

### VI. RECOMMENDATION:

The Historic Buildings and Sites Commission **RECOMMENDS APPROVAL** of the Historic Local Landmark request to the City Council.

### VII. CITY COUNCIL ACTION:

- A. Recommend the City Council approve the request:
  - 1. As submitted; or,
  - 2. With revisions recommended by the City Council (list):
- B. Recommend the City Council deny the request for the following reasons (list):
- C. Postponement: Continue item:
  - 1. Indefinitely; or,
  - 2. To a certain time.



**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals. The final action date for this application is March 19, 2021.

**INDEX TO EXHIBITS:**

1. Historical Buildings and Sites Commission's Findings of Fact and Exhibits:
  - A. HBSC Staff Report
  - B. HBSC Minutes dated 12-10-2020

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**CROXTON MEMORIAL PARK, 1001 NE MEMORIAL DR.  
LOCAL HISTORIC LANDMARK DESIGNATION  
FINDINGS OF FACT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00109-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	1001 NE Memorial Dr.
<b>Map and Tax Lot:</b>	36-05-08-DC TL 6900
<b>Zoning:</b>	R-1-6
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020
<b>Date of Findings of Fact</b>	January 14, 2021

Note: ***Bold Italic Text*** indicates text added by the Commission that was not contained in the staff report. ~~Strikeout Text~~ indicates deletions made by the Commission.

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The park was originally a pioneer cemetery, deeded to the City by Thomas Croxton, an early day Grants Pass pioneer. It was closed for burial in 1904 and deeded as a park in 1947. Restoration of the park was part of the City's Bicentennial Project in 1976 to honor pioneers and recognize the historical value of the cemetery. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

#### IV. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### V. PROCEDURE:

- A. An application for Local Landmark designation was submitted November 16, 2020 and deemed complete November 19, 2020. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Public notice of the December 10, 2020 hearing was mailed on November 20, 2020 and published in the local newspaper on November 23, 2020 in accordance with Section 2.053 of the Development Code.
- C. A public hearing was held on December 10, 2020 and the HBSC voted unanimously to approve the application.

#### VI. SUMMARY OF EVIDENCE:

- A. The basic facts and criteria regarding this application are contained in the Staff Report, which is attached as *Exhibit "A"* and incorporated herein.
- B. The minutes of the public hearing held by the Historical Buildings and Sites Commission on December 10, 2020, attached as *Exhibit "B"*, summarize the oral testimony presented and are hereby incorporated herein.

#### VII. FINDINGS OF FACT:

The Historical Buildings and Sites Commission found that based on the testimony given at the public hearing and staff report, the proposal meets the criteria in Section 13.441 of the Development Code based on the reasons stated in the findings included below.

#### VIII. GENERAL FINDINGS OF FACT:

The subject property represents the founding of Grants Pass and the history of the pioneers who settled the area. The stories told by the tombstones ("Killed by a Grizzly") speak to the wild nature of southern Oregon during early settlement. Originally deeded to the City by Thomas Croxton as a cemetery, it was later dedicated as a park. His descendant, Virginia Ford, noted in her narrative that it was given to the City in 1856; legal documents from 1957 indicate that it was deeded to the City in his will in 1887. The application contains all of the 1957 research regarding the legal ownership of the property. ***One document submitted with the application indicates that it is located in the northwest part of town, yet it is actually in the northeast.*** In the intervening years it fell victim to vandalism and disrepair. In 1961 a survey of the remaining tombstones and gravesites was completed. After the survey the tombstones were removed and placed in storage for protection. *The Daily Courier* ran a follow up article regarding the cemetery in 1974 leading up to the Bicentennial Project. Over the years volunteers have worked to preserve it and recognize the importance of the cemetery and park to the history of the City.

#### IX. FINDINGS IN CONFORMANCE WITH CRITERIA:

- A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441.

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

Criterion 1: The designation of a District or Landmark serves the purpose of this section.

**HBSC Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Croxton Memorial Park will serve to meet the intent of the historic preservation ordinance for the cultural impact it offers.

Criterion 2: The boundaries of a District are adequate and suitable for designation.

**HBSC Response: Not Applicable.** The request is for Local Landmark status of the Croxton Memorial Park, rather than a new district.

Criterion 3: Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.

**HBSC Response: Satisfied.** The subject property is located behind Lincoln Elementary School and within a residential neighborhood. Designation as a Local Landmark will have a positive impact on the character of the City and serve to further the appreciation of the difficulties faced by the pioneers who settled here.

Criterion 4: Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**HBSC Response: Satisfied.** Croxton Memorial Park offers historic value to the City as a memorial to the founders who came before. The integrity of the park is backed by verified provenance through legal documents and newspaper accounts, as well as descendants of Thomas Croxton.

## **X. DECISION AND SUMMARY:**

The Historic Buildings and Sites Commission **APPROVED** the recommendation for approval of the Historic Local Landmark request to the City Council. The vote was unanimous, 6-0, with Commissioners Warren, Pell, Ford, McConnell, Richardson and Miller voting in favor. Commissioner Holzinger was absent.

## **XI. FINDINGS APPROVED BY THE HISTORICAL BUILDINGS AND SITES COMMISSION** this 11<sup>th</sup> day of February, 2021.

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Ward Warren, Chair

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**CROXTON MEMORIAL PARK, 1001 NE MEMORIAL DR.  
LOCAL HISTORIC LANDMARK DESIGNATION  
HBSC HEARING**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00109-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	1001 NE Memorial Dr.
<b>Map and Tax Lot:</b>	36-05-08-DC TL 6900 <b>See Exhibits 1 &amp; 2</b>
<b>Zoning:</b>	R-1-6
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The park was originally a pioneer cemetery, deeded to the City by Thomas Croxton, an early day Grants Pass pioneer. It was closed for burial in 1904 and deeded as a park in 1947. Restoration of the park was part of the City's Bicentennial Project in 1976 to honor pioneers and recognize the historical value of the cemetery. The applicant has submitted a narrative in support of the designation (*Exhibit 3*).

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

#### IV. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### V. DISCUSSION:

The subject property represents the founding of Grants Pass and the history of the pioneers who settled the area. The stories told by the tombstones ("Killed by a Grizzly") speak to the wild nature of southern Oregon during early settlement. Originally deeded to the City by Thomas Croxton as a cemetery, it was later dedicated as a park. His descendant, Virginia Ford, noted in her narrative that it was given to the City in 1856; legal documents from 1957 indicate that it was deeded to the City in his will in 1887. The application (**Exhibit 3**) contains all of the 1957 research regarding the legal ownership of the property. In the intervening years it fell victim to vandalism and disrepair. In 1961 a survey of the remaining tombstones and gravesites was completed (see **Exhibit 4**). After the survey the tombstones were removed and placed in storage for protection. The Daily Courier ran a follow up article regarding the cemetery (See **Exhibit 5**) in 1974 leading up to the Bicentennial Project. Over the years volunteers have worked to preserve it and recognize the importance of the cemetery and park to the history of the City.

#### VI. CONFORMANCE WITH CRITERIA:

##### A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

**Criterion 1:** The designation of a District or Landmark serves the purpose of this section.

**Staff's Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Croxton Memorial Park will serve to meet the intent of the historic preservation ordinance for the cultural impact it offers.

**Criterion 2:** The boundaries of a District are adequate and suitable for designation.

**Staff's Response: Not Applicable.** The request is for Local Landmark status of the Croxton Memorial Park, rather than a new District.

**Criterion 3:** Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.

**Staff's Response: Satisfied.** The subject property is located behind Lincoln Elementary School and within a residential neighborhood. Designation as a Local Landmark will have a positive impact on the character of the City and serve to further the appreciation of the difficulties faced by the pioneers who settled here.

**Criterion 4:** Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**Staff's Response: Satisfied.** Croxton Memorial Park offers historic value to the City as a memorial to the founders who came before. The integrity of the park is backed by verified provenance through legal documents and newspaper accounts, as well as descendants of Thomas Croxton.

## **VII. RECOMMENDATION:**

Staff recommends the Historic Buildings and Sites Commission **RECOMMEND APPROVAL** of the Historic Local Landmark request to the City Council.

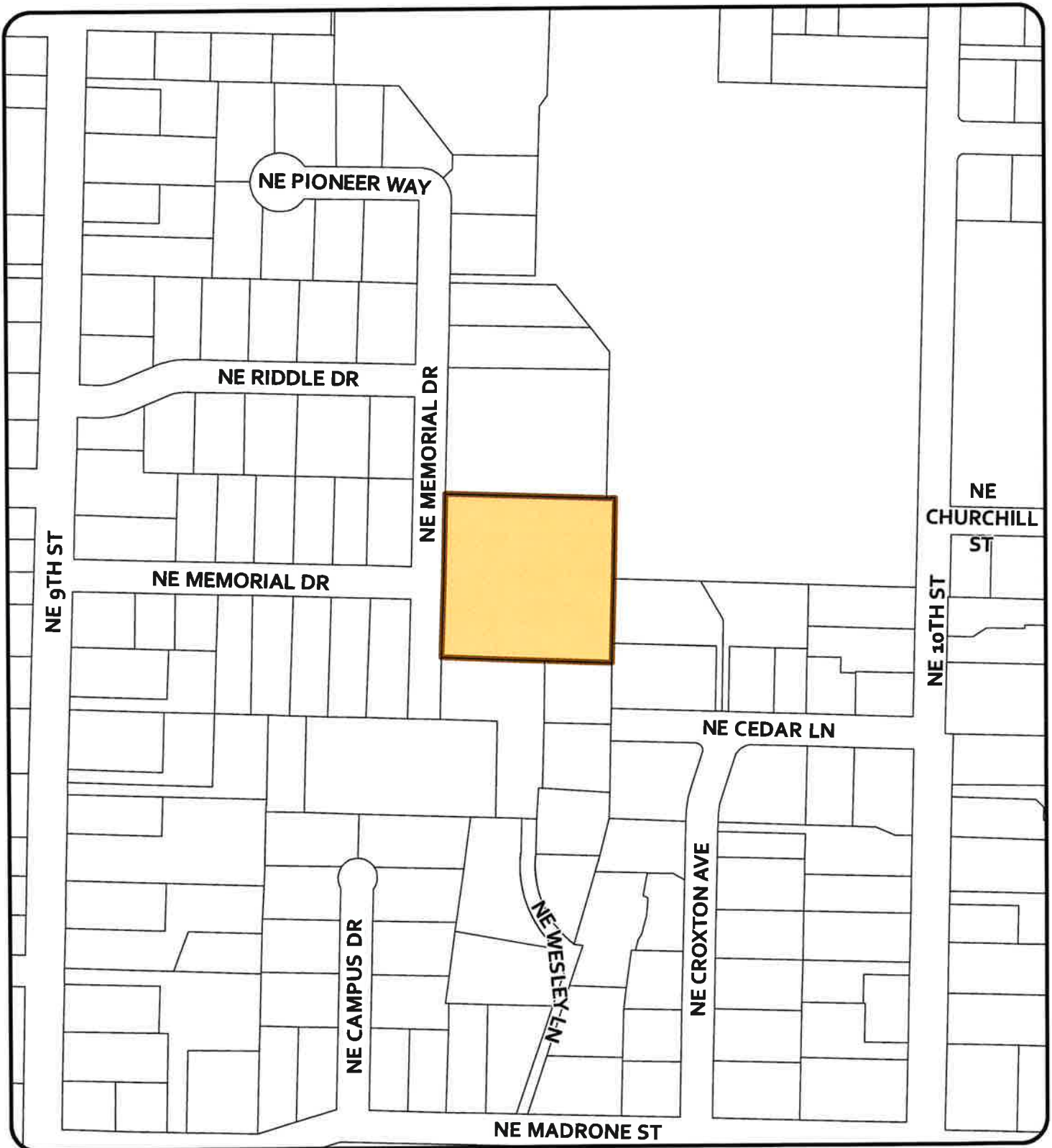
## **VIII. HISTORICAL BUILDINGS AND SITES COMMISSION ACTION:**

- A.** Recommend approval of the request as submitted.
- B.** Recommend approval of the request as modified by the HBSC (list).
- C.** Recommend denial of the request for the following reasons (list).
- D.** Postponement: Continue item:
  - 1. indefinitely.
  - 2. to a certain time.

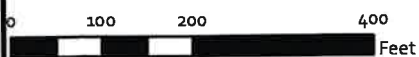
**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals.

## **IX. INDEX TO EXHIBITS:**


- 1. Location Map
- 2. Aerial Photo
- 3. Applicant's Narrative and Application
- 4. 1961 Headstone Survey Map
- 5. 1974 Courier Newspaper Article



**1001 NE MEMORIAL DR**  
**36-05-08-DC, TL 6900**



#### Legend

-  Tax Parcels
-  Subject Parcel

**EXHIBIT 1**



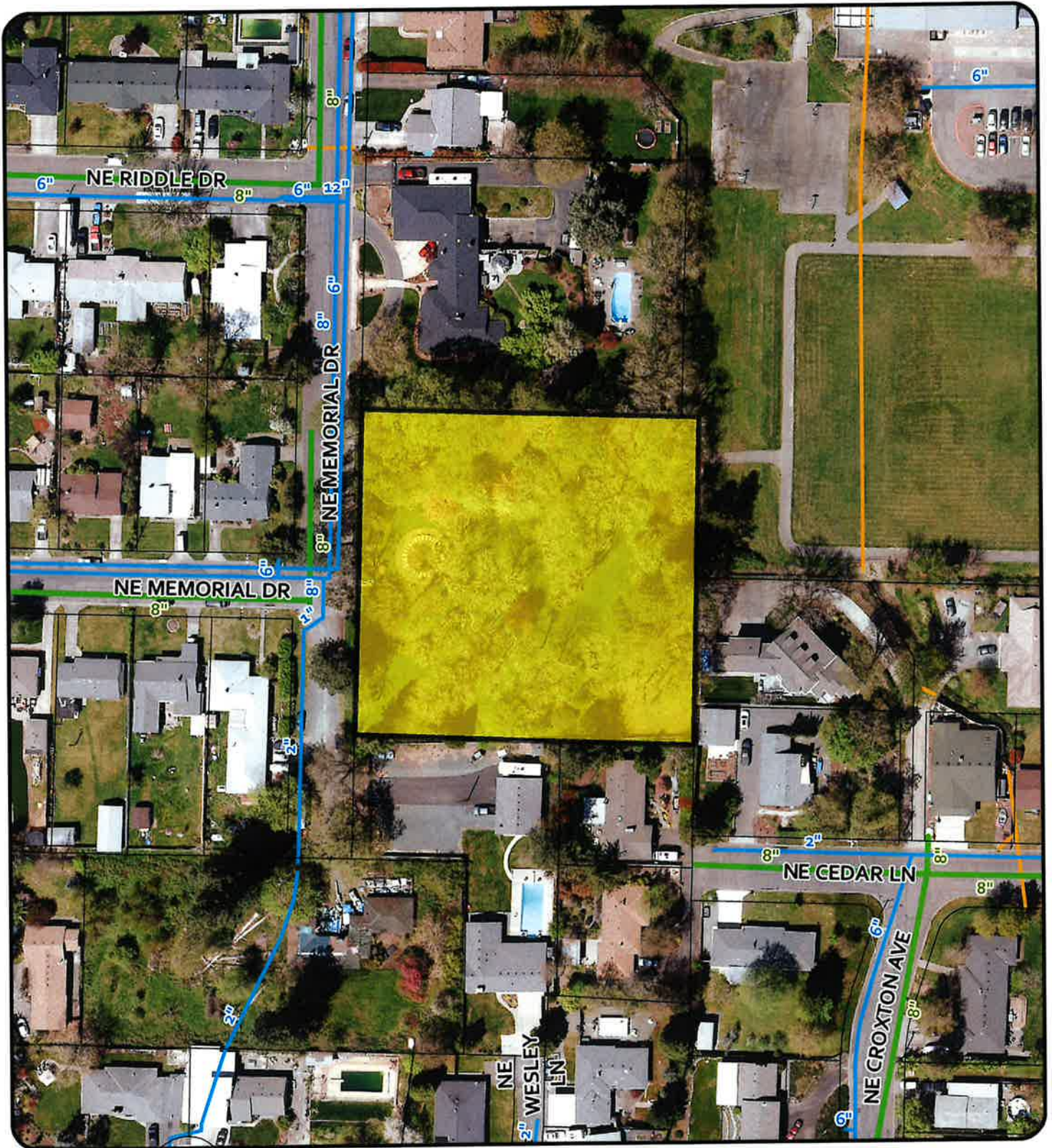
**CITY OF GRANTS PASS**  
Parks & Community Development Dept.  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone: (541) 450-6060  
Fax: (541) 476-9218  
Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



<<CNEALON • 11/20/20>>






DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.

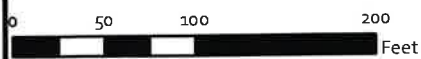




**1001 NE MEMORIAL DR**  
**36-05-08-DC, TL 6900**

**Legend**

-  Tax Parcels
-  Subject Parcel
-  Water Mains
-  Sewer Gravity Mains
-  Stormwater Mains



**EXHIBIT 2**

**CITY OF GRANTS PASS**  
 Parks & Community Development Dept.  
 101 Northwest "A" Street  
 Grants Pass, OR 97526  
 Phone: (541) 450-6060  
 Fax: (541) 476-9218  
 Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



<<CNEALON • 11/20/20>>

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Community Development  
101 NW A Street  
Grants Pass, OR 97526  
(541) 450-8060  
Fax (541) 476-9218

# PLANNING APPLICATION FORM

Property Address: 1001 NE Memorial Dr.

## Assessor's Map & Tax Lot:

36 \_05 \_08 \_DC Tax Lot(s) 6900

- - - Tax Lot(s) \_\_\_\_\_

Zoning: R-1-6

City: ☒ UGB: ☐

## Project Type: (Please check all applicable)

- ☐ Site Plan
  - ☐ Standard Architectural Review
  - ☐ Discretionary Arch. Review
  - ☐ Special Concept Plan
- ☐ Partition
- ☐ Property Line Adjustment
- ☐ Property Line Vacation
- ☐ Planned Unit Development
- ☐ Subdivision
- ☐ Final Subdivision or PUD Plat
- ☐ Variance
- ☐ Comp Plan/Zone Map Amendment
- ☐ Text Amendment
- ☐ Pre-Application
- ☐ Appeal / Sign Code Appeal
- ☒ Other: Local Landmark

Size of Project (# of units, lots, sq. ft., etc): \_\_\_\_\_

## Attachments:

- ☐ (8) Folded Maps/Site Plan to scale
- ☐ (1) 8 1/2 x 11" reduced copy of site plan
- ☐ Electronic copy
- ☒ Written Narrative/Response to Criteria
- ☐ Power of Attorney
- ☐ Service Agreement
- ☐ Architectural Features
- ☐ Other: \_\_\_\_\_

## Description of Request

(include name of project and proposed uses):

Requesting to Designate Croxton Memorial Park  
as a Local Historical Landmark

Property Owner: City of Grants Pass

Address: 101 NW A Street

Phone: \_\_\_\_\_

Email: drupp@grantspassoregon.gov

Applicant: Donna Rupp

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative (if different from applicant):

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Surveyor or Engineer (if applicable):

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property, or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

Bradley Clark 11/16/20  
(Signature of owner or Attorney-in-Fact) Date

\_\_\_\_\_  
(Signature of owner or Attorney-in-Fact) Date

## (For Office Use)

Date Application Received: 11-16-20

Date Application Complete: 11-19-20

Pre-App required? Y Pre-App # \_\_\_\_\_

Fees Paid: \$ Initials: CN

File Number(s): 303-00109-20

### **Croxton Pioneer Memorial Park (Croxtion Cemetery)**

*Narrative submitted by Virginia "Ginger" Ford, Commissioner HBSC, July 2019.*

In 1856 Thomas Croxtion, an early day Grants Pass pioneer, officially gave to the City of Grants Pass a two acre parcel "for burial ground to be used by the public."

Restoration of the cemetery as a Memorial Park was part of the City's Bicentennial Project to honor pioneers, create tourism interest, and recognize the historical value of the cemetery.

After restoration efforts were completed, it was dedicated in June 1976 and serves as a lasting memorial to the pioneers who settled our state.

##

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Recovered headstones from the cemetery were placed in a central location at the park.



### EXHIBIT 3

### **Croxton Pioneer Memorial Park**

Description: This piece of City owned property, 1.7 acres, lies in the Northwest part of town and is in the center of a residential neighborhood. It connects with Lincoln Elementary School Site on the west.

This is an old cemetery closed to burial in 1904 and deeded to the City for park purposes in 1947. Since 1947 several attempts have been made to improve the property but they have all been stoped because of the legal complications concerned with cemeteries.

The present improvement proposal has been cleared with the City Attorney and City Council. It seems to be the consensus of opinion that the best use for this land would be to develop it as a quiet or passive type neighborhood park----with special emphasis on its historical significance. Trails, natural landscape materials, a monument all are elements that could be added to the site.

Special consideration whould be given to the connection with a school site and a possible design for the integration of the two sites.

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NOV 16 2020

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Earl

Bob

Carl B.

W. W. BALDERREE  
J. B. CALVERT, JR.

H. mer

Pete

File

BALDERREE & CALVERT

ATTORNEYS AT LAW

130 N. W. D STREET

P. O. BOX 578

GRANTS PASS, OREGON

TELEPHONE  
GREENWOOD 6-6677

March 8, 1957

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CITY OF GRANTS PASS

Mr. Hugh McKinley  
City Manager  
City Hall  
Grants Pass, Oregon

Dear Mr. McKinley:

This letter is an attempt to outline the legal situation with regard to the old Pioneer Cemetery in the Northeastern part of the city.

As near as I can determine this cemetery was first mentioned in the will of Thomas Croxton, which was filed August 23, 1887 and is recorded in Volume 1, Wills, Pages 34-40. In Paragraph Eighth of the will is found the following:

"I give and bequeath unto James Tuffs and Ebineezer Dimmick, Trustees in trust, to their successors in office (the other one acre reserved in School House Prairie) one acre for a burial ground to be used for the public, for that and no other purpose."

By a deed dated March 18, 1882 and filed April 14, 1884, Henry Croxton transferred certain lands to Susan Harkness, reserving two acres for a cemetery. Another deed in Volume 35 at Page 104 mentions a right of way for the public to "Old Grants Pass Cemetery".

Then, on January 12, 1944, by deed recorded February 11, 1944 in Volume 102 at Page 596, James Tuffs, the surviving trustee under the will of Thomas Croxton, deceased, for \$1.00 conveyed to the City of Grants Pass a particularly described tract of land. This deed is in the possession of the City Auditor and contains the following provisions: "Said property hereby conveyed is to be used for the City of Grants Pass as a memorial park to be known as The Croxton Pioneer Memorial Park".

On June 18, 1894, and prior to the transfer of the cemetery to the City, the City by Ordinance No. 81 declared the old graveyard in the Northeast portion of the City a public nuisance and prohibited further interment therein.

The acceptance of the deed by the City does not change

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the effect of this ordinance, and thus we are left with a defined cemetery in the city with further burials prohibited, the title to which has been transferred to the City in trust.

In Volume 10 of American Jurisprudence, under the subject "Cemeteries", Paragraph 10 at Page 493, I find as follows:

"Similarly, if a municipality has accepted on behalf of the public lands dedicated as a cemetery, and burials have been made therein, it is beyond the power of the municipality to appropriate the lands for any other purpose. Such lands are held by the municipality in trust for the public for burial of the dead. Without express legislative authority, it has no authority to sell and convey the lands to private persons and thereby disable itself from executing the trust or maintaining such burial place. Moreover, a municipality cannot grant lands which have been dedicated as a cemetery and used for that purpose to a private corporation, notwithstanding the latter intends to make no use of the property other than as a burial ground..... The duty and the execution of a trust for the establishment and maintenance of a burial ground should be considered in connection with the power to require the discontinuance of a ceremony and the removal of bodies therefrom in the interest of public welfare and health."

In the same volume, Section 22 under the general subject "Cemeteries" at Page 503, we find the following:

"The sentiment of all civilized peoples regards the resting place of the dead as hallowed ground and requires that in some respects it be not treated as subject to the laws of ordinary property."

In Section 38 at Page 514 of the same work is found the following:

"In recognition of the universal sentiment of mankind, the right to decent burial is well regarded by the law and relatives of the deceased may insist upon legal protection to the burial place from unnecessary disturbance or wanton violation. The right to prevent a disturbance of graves is subject, however, to the exercise of the police power, and the right may be lost where the graveyard has been abandoned."

In Section 36 at Page 512 we find as follows:

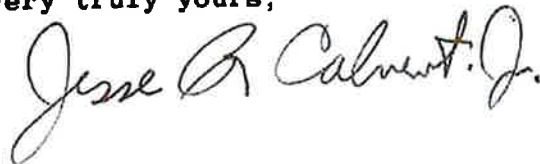
## EXHIBIT 3

"As long as a cemetery is kept and preserved as a resting place for the dead with anything to indicate the existence of graves, or as long as it is known and recognized by the public as a graveyard, it is not abandoned."

Thus, we see that the City has the title to this land on which a trust has been imposed for the keeping of a cemetery. I do not feel that by any interpretation of the facts the cemetery has been abandoned and, therefore, the City's duties and rights regarding it are about the same as if the City were operating a municipal cemetery. This would include reasonable removal of brush and trees and grass could be planted. With the monuments and markers we have a more difficult problem. The next of kin has a right to require the monuments to be left with the grave and, as I understand my research on this problem, it would not be lawful for the City to move or group them into one area. It might be possible to substitute the flat type of marker with a view to putting the area into grass. However, further research would be necessary on this before a definite answer could be given.

The other alternative in the problem seems to be condemnation of the cemetery by the City under the Oregon statutes provided for this. The instructions under the statutes are very detailed and, among other things, would require the purchase of other lands and extensive search and probing to locate graves and the reburial of all bodies removed. I would assume that the cost of this procedure would be quite high. However, if it were followed properly the City would be protected in its removal of the cemetery.

Very truly yours,



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JRC:ml

EXHIBIT 3





*You are Cordially Invited  
to Attend*

THE DEDICATION  
of the  
CROXTON PIONEER MEMORIAL  
at the site of the old  
Tuffs-Croxtan Cemetery  
on Pioneer Way at Memorial Drive  
off 9th Street  
in Grants Pass, Oregon  
June 4, 1976 at 10:00 a.m.

Master of Ceremonies	Boyd J. Wyatt
Invocation by	Rev. F. W. Hopkins
Presentation of Colors	Cub Scout Pack No. 23
Address by	Hon. George C. Calvert County Commissioner
Response by	Hon. Gordon Christensen Grants Pass Mayor

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EXHIBIT 3





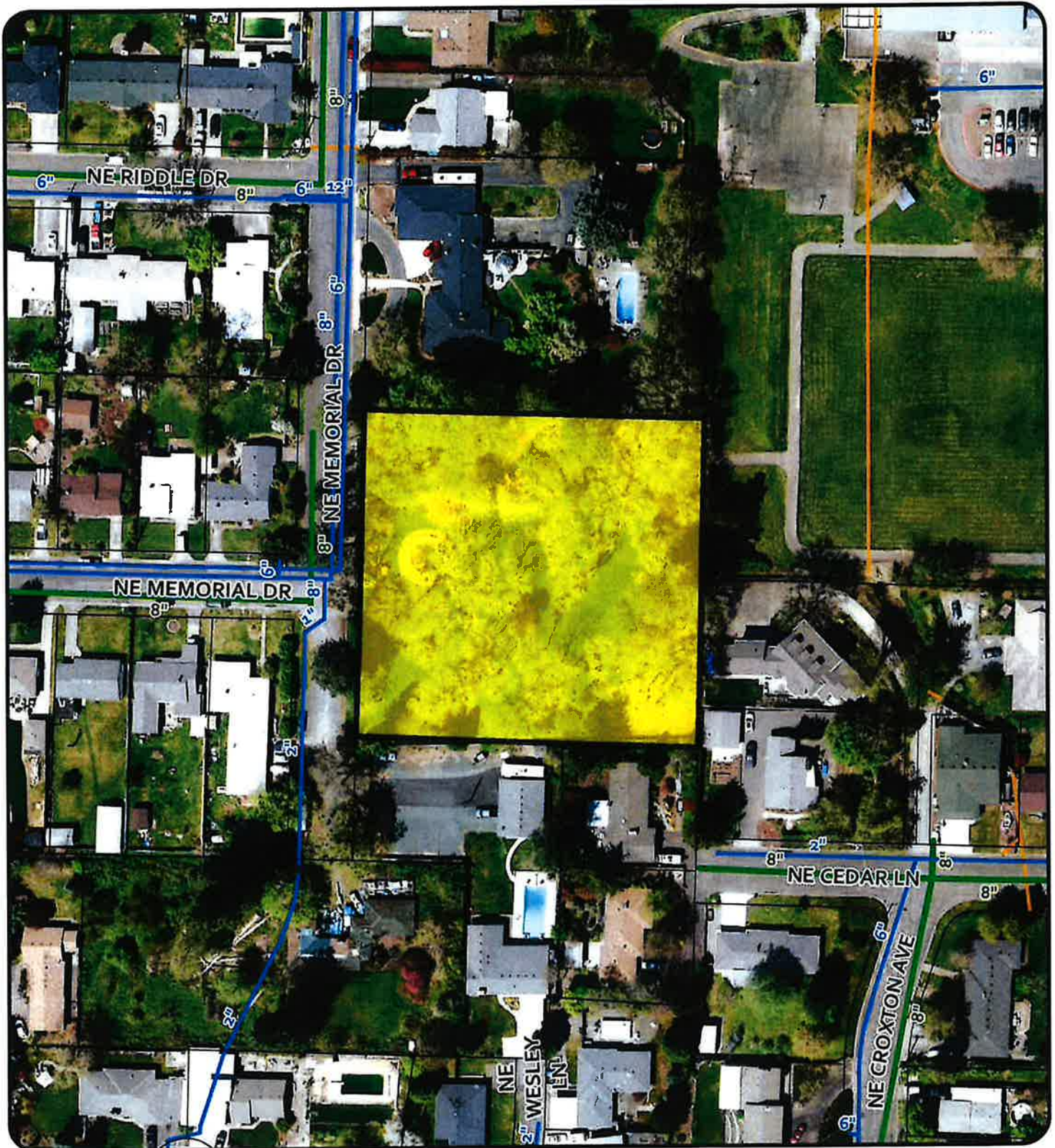
NGV 16 2020

**Croxton Memorial Park  
Local Landmark Application  
1001 NE Memorial Dr.**

**EXHIBIT 3**

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.





**1001 NE MEMORIAL DR**  
**36-05-08-DC, TL 6900**

0 50 100 200  
 Feet

#### Legend

-  Tax Parcels
-  Subject Parcel
-  Water Mains
-  Sewer Gravity Mains
-  Stormwater Mains



**CITY OF GRANTS PASS**  
 Parks & Community Development Dept.  
 101 Northwest "A" Street  
 Grants Pass, OR 97526  
 Phone: (541) 450-6060  
 Fax: (541) 476-9218  
 Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)

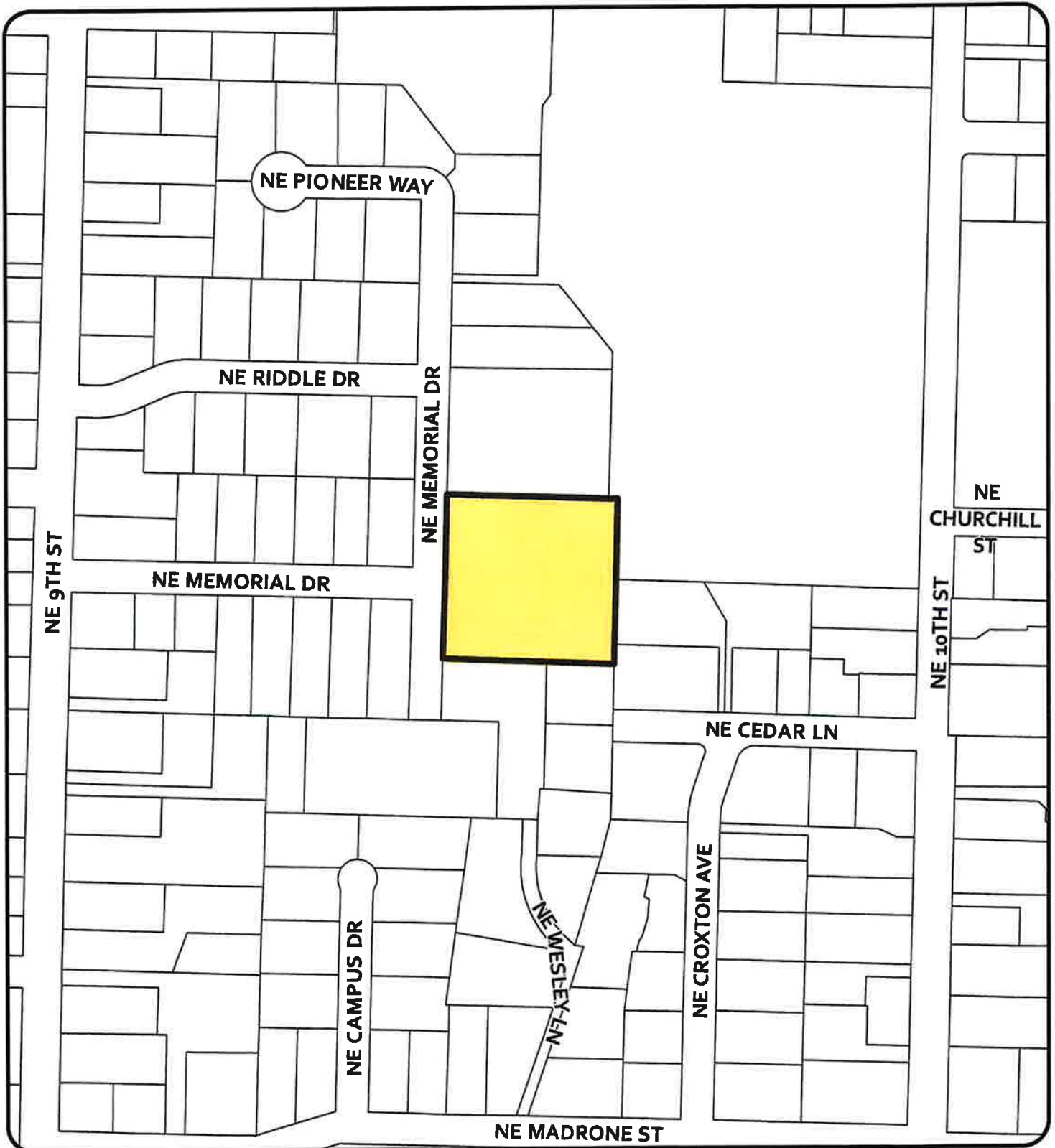


<<CNEALON • 11/20/20>>

**EXHIBIT 3**

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





**1001 NE MEMORIAL DR**  
**36-05-08-DC, TL 6900**

0 100 200 400 Feet

#### Legend

-  Tax Parcels
-  Subject Parcel



#### EXHIBIT 3

**CITY OF GRANTS PASS**  
 Parks & Community Development Dept.  
 101 Northwest "A" Street  
 Grants Pass, OR 97526  
 Phone: (541) 450-6060  
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<<CNEALON • 11/20/20>>

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## EXHIBIT 5

## Croxton Cemetery Donated 'To the Public for Use'

By RUTH RAUSCH  
Courier Staff Writer

Residents of the area's families who have buried their ancestors in the old Croxton cemetery are asked to submit dates, if possible, of the local projects for the country's Bimil observance is the ration of the old cemetery, adding it to the park system and a memorial to the

ding the committee in S. J. Boyd Wyatt of Croxton County Historical Society with Les Moore of Oregon State Bank. Either of these may be contacted with persons who may be buried there.

Many of the original stones were destroyed by fire, the city made a survey and platted locations of graves, then removed the missing headstones which were stored for re-erecting by the city since

old markers will be in construction of the new memorial, and the city will be inscribed on the tablets.

is why we are seeking the tablets are at a later time," said son of Thomas Croxton, re are about 80 graves in the cemetery, and the committee list of known graves.

At any rate, the same historical edition relates the story that many who had been buried near the log house, were moved to the Croxton Cemetery, including a B. H. Baird whose tombstone tells the grim story, "Killed by a Grizzly Bear Oct. 24, 1864."

Early accounts indicate the Thomas Croxton family came to America from England in 1843 when their daughter, Margaret was 4-years-old.

The next account has the Croxtons crossing the plains in 1852, from Batelstown, Ill., probably settling first in Douglas County for there is a mention that his daughter Margaret was married to James Tufts Dec. 1854 at Ten Mile Prairie by a Methodist minister by the name of Dillard for whom the town of Dillard was named.

In the Tufts family history, there is mention, "After the ceremony they (Margaret and James) took up their bundles and started for home making the trip by horseback through tangled forests and rocky canyons, there being no roads at that time."

Also Tufts speaks of raising cattle and mining with his father-in-law.

In the Croxton annals, historians place the arrival here of Thomas, his wife Hannah, their sons, W. A. and Thomas F., and a daughter, Sarah Jane, was in 1858.

"His sons, W. A. and Thomas F., attended school at Vannoy Ferry, walking three miles to the schoolhouse," is the only other reference to his family except for details of his will.

interest in the Dry Diggins, a gold mining operation located about three miles east of present day Grants Pass which he worked during the winter months.

He also was a circuit riding Methodist preacher, traveling all through southwest Oregon and northern California.

It was in 1864 at the time a new road was being constructed over Merlin Hill that the stage station on the Oregon and California Stage line was moved from Louise Creek to the Croxton property.

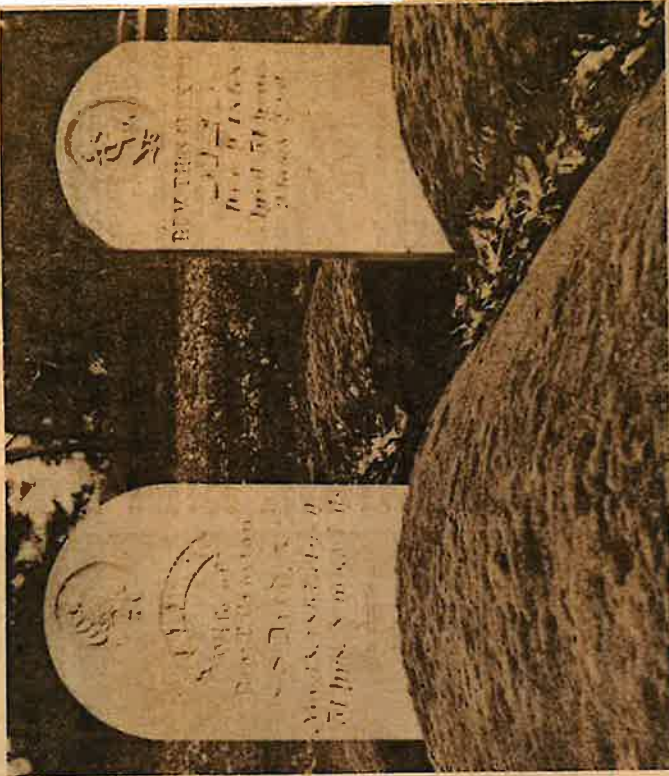
The Croxton Stage Station was located about one-half mile north of what today is Industrial Park, and not too far from the junction of Highland and Vine streets.

As nearly as can be determined from early descriptions, the "new" road followed fairly close to the course of Highland Avenue from the north, angled south and easterly by way of A Street to join the old stage route, known now as Foothill Boulevard.

As owner-operator of the stage station, Croxton applied for a post office under the name of "Grant." The application was denied because there existed a post office in Oregon by that name.

He then re-submitted his application only this time, he requested the name "Grant's Pass" . . . it was approved and Croxton, who is credited with naming what later became a city, became the first postmaster in 1865.

Contrary to conjectures that the town was named for



CROXTON TOMBSTONES show both and seven days; Mr. Croxton died in 1868, at 51 years, 9 months, 22 days. He survived her by one year, 21 days.

Election District, designating the home of Thomas Croxton as the voting place.

Croxton, who had been one of the two clerks serving the Perkinsville precinct, then became an election judge and chief election officer. He also was appointed road supervisor serving from 1865 until

Act of Legislature, another chunk of land was taken from Jackson County, the present boundary line between the two counties was established and Grants Pass then became the principal locality in Josephine County.



REV. THOMAS CROXTON

The list also includes names of veterans of Indian, Civil and Mexican wars, taken from the records of the Grand Army of the Republic.

So far as is known now, the last person to be buried there was Sarah Jane Dimick in 1915. She was the wife of Cal Blayney.

Sometimes referred to as "Pioneer Cemetery," or "Old City Cemetery," the Croxton Cemetery is a two-acre parcel located between Ninth and Tenth streets south of Savage



So far as is known now, the last person to be buried there was Sarah Jane Dimick in 1915. She was the wife of Ebenezer, daughter of Thomas Croxton, and great-grandmother of Les Moore. Oddly enough, Croxton himself no longer has a grave in his own cemetery. Many years after his death, his remains were exhumed and moved to the Odd Fellows Cemetery "to be with the rest of his clan."

Exhuming and re-burial had seemed to be the practice. Prior to the Croxton donation, several persons had been buried near an old log house which for many years stood in a grove of trees along the old highway north of town, described in an early historical edition of the Daily Courier, as being a "short distance from the Richfield bogon."

To relate the area to today's landmarks, the beacon was removed some years ago, but the Lantern Cafe on Vine Street occupies the building which once was a service station and the ground floor of the beacon structure.

here of Thomas, his wife Hannah, their sons, W. A. and Thomas F., and a daughter, Sarah Jane, was in 1838.

"His sons, W. A. and Thomas F., attended school at Vamoy Ferry, walking the three miles to the schoolhouse," is the only other reference to his family except for details of his will.

In 1859 Croxton acquired two donation claims. One which had been granted to Orson Gilbert in 1854, and the other one he purchased from Joshua Scholds. Between the two claims, Croxton owned most of what now is Ward 1 and all of Ward 2 in Grants Pass.

However, in 1859 all his land was in Jackson County.

By Act of Legislature in January, 1856, the county of Josephine was created out of the western part of Jackson County, but the original line angled south and west, leaving Ireland at the northern extremity and all of Township 36 in which Grants Pass was platted years later, in Jackson County.

Croxton was a farmer rancher and purchased an

Oregon by that name.

He then re-submitted his application only this time he requested the name "Grants Pass" . . . It was applied with naming while he became a citizen, because the first postmaster in 1865 was named for the territory known as Grants Pass.

General Grant had never been in or even traveled through the Rogue Valley. At the time Croxton picked the name, the general was little known in these parts and the "Grants Pass" name had been in use for several years before Grant was elected president in 1868.

There is no evidence in Josephine County history that there had been a settler by the name of Grant.

However, in Jackson County's 1855 census is the name Robert H. Clay Grant from whom the pass through the mountains could have derived its name.

A name having been given some natural object or place was apt to come into common use as a descriptive term of a locality in which it was located.

Be that as it may, after the post office was granted, Grants Pass became the name of the new road and the new stage station.

The first mention of the name Grants Pass in the county records was in April, 1859 when the Jackson County court abolished the "Perkinsville Election District" and created the Grants Pass.

Election District, designating the home of Thomas Croxton, who had been one of the two clerks serving the Perkinsville precinct.

He became an election judge and chief election officer. He also was appointed a road supervisor, serving from 1865 until his death.

The territory known as Grants Pass precinct took in the southern area of Jackson County from near the present county line to the mouth of Foothills Creek. It also was known as School District 22 and Road District 12.

The Rev. Thomas Croxton, 51, died in December, 1888 while preaching a sermon in Gold Beach.

He willed "the stage station and home place of 221 acres" to his daughter, Sarah Jane Dimick. Her husband, Ebenezer, "hereafter conducted the stage station, was the postmaster and election judge."

Fifteen years later, early in 1883, the Oregon-California railroad (subsequently absorbed by Southern Pacific) was constructed to Grants Pass.

In April that year, Jonathan Bourne Jr., of Portland, acquired land from the Savage Brothers and from W. A. Croxton, and in November that same year, platted the original Grants Pass Township, along the line of the railroad. On Dec. 10, 1883, the plat of the proposed township was filed in Jackson County Court.

It wasn't until 1885, when by



DIMICK MARKERS. Sarah was daughter of the Rev. and Mrs. Thomas Croxton.





**BEAR BEATS BAIRD** — B. H. Baird was born early and lived until he was 55, a reasonably long time in those days, only to meet his demise courtesy of a grizzly bear here back in 1864. Grizzly's also are gone from this area.

## ● Names Sought

(Continued from Page 1A)

Ebenezer Dimick, 1836-1900; and his wife, Sarah Jane (Croxtan), 1844-1915.

Willie Chiles, died Dec. 17, 1885.

Ruth Craft, died Oct. 20, 1888, age 49.

Rev. James Cummings, died March 6, 1872.

Lucy Kate Gibbs, died June 20, 1890.

Blanche Gano, died April 1890.

Cyrus M. Kingley, 1831-1885.

Hannah J. Mitchell, died June 25, 1890.

H. M. Smith, Civil War veteran, no dates.

Capt. Harry Flesher (or Flescher), Mexican War veteran, no dates.

J. H. Hyzer, Civil War, no dates.

Morris M. Harkness, died April 5, 1892; and McDonough Harkness, Indian War, died April 21, 1856.

Elizabeth (Eliza) T. Laskey, died May 29, 1887, age 77.

Frank M. Hockett, 1859-1889.

Dessa M. Walker, died March 11, 1892; Mabel A. Walker, died July 9, 1891.

Ernest W. Perry died Nov. 1, 1891; Infant Perry, July 8, 1885.

W. W. Lloyd, died Jan. 1, 1874, age 32.

Fannie Hunsaker, 1810-1888.

Otis Helms, died Dec. 23, 1887.

Harty, died Jan. 17, 1891. (No first name).

Caroline Groves, wife of T. R. Groves, died March 20, 1890, age 46.

Welter, died Jan. 28, 1890. (No first name)

Lovoni Coffe, died Aug. 4, 1893, age 41.

B. H. Baird, 1809-1864.

Martha Brown, 1857-1881.

Claricie Baird Parker, no dates.

Mary D. Piatt, died Sept. 4, 1888.

Nellie Spenger, wife of Lt. Hollingworth, died Feb. 20, 1894.

Abigail G. Taylor, died May 5, 1893, age 91.

J.G.D. Wheeler died Oct. 1, 1868, age 38.

Rachael M. Wheeler, wife of Ben Mench, formerly widow of J. G. Wheeler, died 1880.

The following are veterans reportedly buried in the old cemetery, but no dates have been provided:

Thomas Abrams, Indian War; Orval Dulybon, Indian War; Cal Higdon, Civil War; and Moses Strew, Indian War.

Residents who may be able to supply more information about persons on the above list, or those who may have ancestors not listed so far, contact either Boyd Wyatt of Josephine County Historical Society, or Les Moore at Southern Oregon State Bank.



**Historical Buildings and Sites Commission  
MEETING MINUTES  
December 10, 2021 at 4:00 PM  
Virtual meeting via MS Teams**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

Vacant

**GUESTS:**

Michelle Belcher, GP Pharmacy, joined for the Local Landmark hearing.

1. **Roll Call** – Chair Warren called the meeting to order at 4:00 pm. All present. Commissioner Holzinger left early.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of November Minutes:**

Amendments to the November minutes were as follows:

Changes to October summary add in definition for the project number: Item 5.b. that the discussion regarding project number 303-00107-20 (14K properties townhouse development at 242 SW J Street) also included concern over height, size and scale of the new buildings in comparison to the surrounding buildings' size and height.

Clarify item 5.a.: stating that the proposed new downtown plan, as presented by Jim Love, will not result in a loss of parking downtown.

**MOTION**

**Commissioner McConnell moved, and Commissioner Holzinger seconded the motion to approve the November 12, 2020 minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**5. Action Items:**

- a. Text Amendment to Article 13 – Elements of Compatibility Section 13.453(4), "Colors". Discussion about historical colors and the need for more definition than what the development code currently states. The following language was voted on, with the requested edits highlighted in RED.

13.453      Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as

little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Historic Preservation Officer shall be reviewed by the Historic Buildings and Sites Commission (HBSC).

- (1) Materials. ...
- (2) Roofs. ...
- (3) Additions and/or New Construction. ...
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
  - (a) Exterior colors shall be selected from commercially available historical color palettes **representative of the geographic area and correct historic era for the building.**
  - (b) **Historic whites shall be selected over modern “bright” whites.**
  - (c) **Black shall be used as a trim color only.**
  - (d) **Neon and Day-Glo colors are not acceptable choices.**
  - (e) The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.

#### **MOTION**

**Chair Warren moved, and Commissioner Holzinger seconded the motion to approve the edits to the Text Amendment to Article 13-Elements of Compatibility Section 13.453(4), “Colors.” The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

#### **b. Findings of Fact**

Commissioners reviewed Findings of Fact for the text amendments to Articles 4, 7, and 13 from previous meeting discussions and will include the changes to the “Colors” section just voted on.

#### **MOTION**

**Commissioner Holzinger moved, and Commissioner McConnell seconded the motion to approve the Findings of Fact – CLG Articles 4, 7, & 13 Text Amendment Report #405-00122-20 and include the changes just voted on regarding “Colors”. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

Not on agenda: Chair Warren noted that in the Findings of Fact document under the "Authority and Criteria" section, that the code in Section 4.102 needs to be updated to include the HBSC as having authority to initiate a text amendment. Director Clark made note of that change and will include it in the list of Development Code changes needed and tracked by the Planning Department.

c. Grants Pass Pharmacy Local Landmark Hearing

Michelle Belcher, current owner noted the following for the staff report: Two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. They have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800's. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.

d. Croxton Memorial Park Local Landmark Hearing

It was noted by Commissioner Ford (a descendant of Thomas Croxton) that a document submitted with her application had incorrect information on the location of the cemetery as being in the NW part of town, when it is actually NE. Because it is listed that way on a historical document, it will not be corrected.

e. Redwood Empire Sign Local Landmark Hearing

Chair Warren noted that the effort to preserve the sign began on 2016, rather than 2017 as stated in the staff report.

The application for the Caveman Bridge to become a Local Landmark is still in process as staff has not received a reply from the state on who can sign the application. Follow up for next meeting.

**MOTION**

**Chair Warren moved, and Commissioner Richardson seconded the motion to approve adding the Grants Pass Pharmacy, Croxton Park, and the Redwood Empire Sign to the local landmark list. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Miller. "NAYS": None. Abstain: None. Absent: Commissioner Holzinger.**

**The motion passed.**

f. Review of Strategic Goals. Discussion of goals as presented in packet.

Changes: for # 4, add "Continue to" update Local Landmarks. For #7, add Establish "a plan" for a historic museum in Grants Pass. Otherwise all are acceptable.

**6. Matters from Commission Members and Staff:**

a. Local Landmark – draft letter inviting property owners to participate. Discussion about draft presented.

Overall a positive letter. Discussion about additional overhead costs with being designated a local landmark– there is no cost to participate in the program. Commissioner Miller expressed concern over full disclosure of the additional costs for owners who want to change appearance of exterior of their property. Hearing costs and time delays are his concerns.

Commissioner McConnell requested adding "and guidance of alterations to the exterior of the structure" in the fifth paragraph, in the first sentence.

Other edits to include explanation of review process and fees; attach copy of pertinent information from Article 13 and the Elements of Compatibility.

Discussion on who should sign the letter, and Brad (Director) and Commissioner Warren (Chair) agreed to both sign it. And have it printed on City letterhead. Commissioner McConnell would like to get out a copy to the Wonder Bur as soon as possible. Donna will work on revising the draft based on this feedback.

- b. Welcome Center – Brad updated the HBSC saying that the project has been put on hold for now. Future modifications will come to HBSC for review, including siding and paint color.
- c. Historic District clean-up – Staff will keep HBSC updated on program as information becomes available.
- d. Cataloging of downtown murals. Brad will follow up with CoPA and get back to HBSC with information.
- e. County Courthouse Status – Chair Warren said he spoke to George Kramer about having the Courthouse building getting a “Determination of Eligibility” certificate for the National Register, which is less costly and time consuming than actually having it place on the Register. The Commissioners all agree that this is a project that needs to move forward.
- f. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.

#### **7. Future Agenda Building for Next Meeting:**

- a. FoF for Local Landmarks
- b. Conservation District Design Overlay
- c. Update on Museum Subcommittee
- d. Plaques for Local Landmarks
- e. Draft v.2 Local Landmark Invite Letter

#### **8. Adjourn: 5:45 pm**

**Next Meeting: January 14, 2021**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS  
DESIGNATING CROXTON MEMORIAL PARK, 1001 NE MEMORIAL DRIVE, AS AN  
HISTORICAL LOCAL LANDMARK**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance designates Croxton Memorial Park as an Historical Local Landmark; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Historical Buildings and Sites Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The designation of Croxton Memorial Park as an Historical Local Landmark is hereby adopted.

**Section 2.** This ordinance shall take effect 30 days from adoption.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_





Ordinance designating Grants Pass Pharmacy,  
414 SW 6<sup>th</sup> St., as an Historical Local  
Item: Landmark.

Date: February 17, 2021

---

**SUBJECT AND SUMMARY:**

Adoption of this ordinance would amend Development Code Article 13, Schedule 13.400-2, Historic Landmarks, by designating the Grants Pass Pharmacy located at 414 SW 6<sup>th</sup> Street, as an Historical Local Landmark.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by promoting preservation of historic structures and providing the owners with the ability to better manage their property for development.

---

**CALL TO ACTION SCHEDULE:**

Call to action schedule: Action must be completed by March 19, 2021.

---

**BACKGROUND:**

The application as recommended by the Historical Buildings and Sites Commission (HBSC) is to designate the Grants Pass Pharmacy as an Historical Local Landmark.

The subject property is listed as contributing in the Historic Resources Survey and Inventory of the Central Business District, conducted by George Kramer and Jill A. Chappel, August 1992. It was built prior circa 1900 in the Chicago School style.

The historical significance, beyond the building itself, lies in the fact that the Grants Pass Pharmacy has occupied the same site since 1933 and retains the historic soda fountain installed the same year. The soda fountain is designed in the classical bar shape with permanently mounted stools lining the perimeter. The applicant has a display of historic pharmacy-related items along high shelves and cases to add to the cultural value.

A public hearing was held by the HBSC on December 10, 2020, to consider the proposal and make a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed amendment at the December 10, 2020 meeting.

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ITEM: 1.c. ORDINANCE DESIGNATING GRANTS PASS PHARMACY, 414 SW 6<sup>TH</sup> STREET, AS AN HISTORICAL LOCAL LANDMARK.

Staff Report (continued):

Notice of the proposal and hearing was published in the local newspaper on February 1, 2021.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the designation as submitted;
2. Approve the designation with revisions;
3. Deny the designation; or
4. Postpone: Continue the item indefinitely or to a certain time.

RECOMMENDED ACTION:

It is recommended the Council approve the designation.

---

POTENTIAL MOTION:

I move to adopt the ordinance designating Grants Pass Pharmacy as an Historical Local Landmark, and have it read by title only, first reading.

I move to adopt the ordinance designating Grants Pass Pharmacy as an Historical Local Landmark, and have it read by title only, second reading.



**CITY OF GRANTS PASS COMMUNITY DEVELOPMENT DEPARTMENT**

**GRANTS PASS PHARMACY, 414 SW 6<sup>th</sup> STREET  
LOCAL HISTORIC LANDMARK DESIGNATION  
CITY COUNCIL STAFF REPORT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission Recommendation/ City Council Decision
<b>Project Number:</b>	303-00108-20
<b>Project Type:</b>	Local Historic Landmark Designation
<b>Owner:</b>	Michael & Bonnie Maffet; Michele Belcher
<b>Representative:</b>	Michele Belcher
<b>Property Address:</b>	414 SW 6 <sup>th</sup> Street
<b>Map and Tax Lot:</b>	36-05-18-DA TL 9400
<b>Zoning:</b>	Central Business District
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of HBSC Hearing</b>	December 10, 2020
<b>Date of HBSC Findings of Fact:</b>	December 10, 2020: Verbal Vote to Approve February 11, 2021: Signed Findings
<b>Date of City Council Staff Report:</b>	February 8, 2021
<b>Date of City Council Hearing:</b>	February 17, 2021

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The structure is listed as eligible/contributing in the *Historic Resources Survey and Inventory of the Central Business District* for the City of Grants Pass, dated August 1992. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY AND CRITERIA:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

### III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### IV. BACKGROUND AND DISCUSSION:

The subject property is listed as contributing in the *Historic Resources Survey and Inventory of the Central Business District*, conducted by George Kramer and Jill A. Chappel, August 1992. It was built prior circa 1900 in the Chicago School style.

The historical significance, beyond the building itself, lies in the fact that the Grants Pass Pharmacy has occupied the same site since 1933 and retains the historic soda fountain installed the same year. The soda fountain is designed in the classical bar shape with permanently mounted stools lining the perimeter. The applicant has a display of historic pharmacy-related items along high shelves and cases. The co-owner is the second generation pharmacist running the pharmacy, which offers a cultural touchstone for the citizens of Grants Pass.

According to the applicant Michelle Belcher, two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. The owners have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800's. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.

### V. CONFORMANCE WITH CRITERIA:

Detailed findings of conformance with applicable criteria are provided in the HBSC's Findings of Fact (see *Exhibit 1*).

### VI. RECOMMENDATION:

The Historic Buildings and Sites Commission **RECOMMENDS APPROVAL** of the Historic Local Landmark request to the City Council.

### VII. CITY COUNCIL ACTION:

- A. Recommend the City Council approve the request:
  - 1. As submitted; or,
  - 2. With revisions recommended by the City Council (list):
- B. Recommend the City Council deny the request for the following reasons (list):
- C. Postponement: Continue item:
  - 1. Indefinitely; or,
  - 2. To a certain time.

**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals. The final action date for this application is March 19, 2021.

**INDEX TO EXHIBITS:**

1. Historical Buildings and Sites Commission's Findings of Fact and Exhibits:
  - A. HBSC Staff Report
  - B. HBSC Minutes dated 12-10-2020

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**GRANTS PASS PHARMACY, 414 SW 6<sup>th</sup> STREET  
LOCAL HISTORIC LANDMARK DESIGNATION  
FINDINGS OF FACT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00108-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	Michael & Bonnie Maffet; Michele Belcher
<b>Representative:</b>	Michele Belcher
<b>Property Address:</b>	414 SW 6 <sup>th</sup> Street
<b>Map and Tax Lot:</b>	36-05-18-DA TL 9400
<b>Zoning:</b>	Central Business District
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020
<b>Date of Findings of Fact</b>	January 14, 2021

Note: ***Bold Italic Text*** indicates text added by the Commission that was not contained in the staff report. ~~Strikeout Text~~ indicates deletions made by the Commission.

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The structure is listed as eligible/contributing in the *Historic Resources Survey and Inventory of the Central Business District* for the City of Grants Pass, dated August 1992. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

#### IV. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### V. PROCEDURE:

- A. An application for Local Landmark designation was submitted November 16, 2020 and deemed complete November 19, 2020. The application was processed in accordance with Section 2.060 of the Development Code.
- B. Public notice of the December 10, 2020 hearing was mailed on November 20, 2020 and published in the local newspaper on November 23, 2020 in accordance with Section 2.053 of the Development Code.
- C. A public hearing was held on December 10, 2020 and the HBSC voted unanimously to approve the application.

#### VI. SUMMARY OF EVIDENCE:

- A. The basic facts and criteria regarding this application are contained in the Staff Report, which is attached as *Exhibit "A"* and incorporated herein.
- B. The minutes of the public hearing held by the Historical Buildings and Sites Commission on December 10, 2020, attached as *Exhibit "B"*, summarize the oral testimony presented and are hereby incorporated herein.

#### VII. FINDINGS OF FACT:

The Historical Buildings and Sites Commission found that based on the testimony given at the public hearing and staff report, the proposal meets the criteria in Section 13.441 of the Development Code based on the reasons stated in the findings included below.

#### VIII. GENERAL FINDINGS OF FACT:

The subject property is listed as contributing in the *Historic Resources Survey and Inventory of the Central Business District*, conducted by George Kramer and Jill A. Chappel, August 1992. It was built prior circa 1900 in the Chicago School style.

The historical significance, beyond the building itself, lies in the fact that the Grants Pass Pharmacy has occupied the same site since 1933 and retains the historic soda fountain installed the same year. The soda fountain is designed in the classical bar shape with permanently mounted stools lining the perimeter. The applicant has a display of historic pharmacy-related items along high shelves and cases. The co-owner is the second generation pharmacist running the pharmacy, which offers a cultural touchstone for the citizens of Grants Pass.

***According to the applicant Michelle Belcher, two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. The owners have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800's. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.***

## IX. FINDINGS IN CONFORMANCE WITH CRITERIA:

### A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441.

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

Criterion 1: The designation of a District or Landmark serves the purpose of this section.

**HBSC Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Grants Pass Pharmacy and building will serve to meet the intent of the historic preservation ordinance for both the cultural impact of the business and architectural style of the building.

Criterion 2: The boundaries of a District are adequate and suitable for designation.

**HBSC Response: Not Applicable.** The request is for Local Landmark status of the Grants Pass Pharmacy, rather than a new District. It is located within the Downtown Historic District.

Criterion 3: Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.

**HBSC Response: Satisfied.** The subject property is located in the Downtown Historic District and designation as a Local Landmark will have a positive impact on the character of the District as a whole. The addition of the Grants Pass Pharmacy to the Landmark List will maintain the property value and enhance the overall neighborhood.

Criterion 4: Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**HBSC Response: Satisfied.** The Grants Pass Pharmacy offers truly historic character and value to the Downtown Historic District through the continuity of the business and fixtures for nearly 90 years. The integrity of the Landmark is verifiable.

## X. DECISION AND SUMMARY:

The Historic Buildings and Sites Commission **APPROVED the** recommendation for approval of the Historic Local Landmark request to the City Council. The vote was unanimous, 6-0, with Commissioners Warren, Pell, Ford, McConnell, Richardson and Miller voting in favor. Commissioner Holzinger was absent.

## XI. FINDINGS APPROVED BY THE HISTORICAL BUILDINGS AND SITES COMMISSION this 11<sup>th</sup> day of February, 2021.

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Ward Warren, Chair

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**GRANTS PASS PHARMACY, 414 SW 6<sup>th</sup> STREET  
LOCAL HISTORIC LANDMARK DESIGNATION  
HBSC HEARING**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00108-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	Michael & Bonnie Maffet; Michele Belcher
<b>Representative:</b>	Michele Belcher
<b>Property Address:</b>	414 SW 6 <sup>th</sup> Street
<b>Map and Tax Lot:</b>	36-05-18-DA TL 9400 <i>See Exhibits 1 &amp; 2</i>
<b>Zoning:</b>	Central Business District
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The structure is listed as eligible/contributing in the *Historic Resources Survey and Inventory of the Central Business District* for the City of Grants Pass, dated August 1992 (Survey 38, **Exhibit 3**). The applicant has submitted a narrative in support of the designation (**Exhibit 4**).

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

#### IV. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### V. DISCUSSION:

The subject property is listed as contributing in the *Historic Resources Survey and Inventory of the Central Business District*, conducted by George Kramer and Jill A. Chappel, August 1992. It was built prior circa 1900 in the Chicago School style.

The historical significance, beyond the building itself, lies in the fact that the Grants Pass Pharmacy has occupied the same site since 1933 and retains the historic soda fountain installed the same year. The soda fountain is designed in the classical bar shape with permanently mounted stools lining the perimeter. The applicant has a display of historic pharmacy-related items along high shelves and cases. The co-owner is the second generation pharmacist running the pharmacy, which offers a cultural touchstone for the citizens of Grants Pass.

#### VI. CONFORMANCE WITH CRITERIA:

##### A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

**Criterion 1:** The designation of a District or Landmark serves the purpose of this section.

**Staff's Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Grants Pass Pharmacy and building will serve to meet the intent of the historic preservation ordinance for both the cultural impact of the business and architectural style of the building.

**Criterion 2:** The boundaries of a District are adequate and suitable for designation.

**Staff's Response: Not Applicable.** The request is for Local Landmark status of the Grants Pass Pharmacy, rather than a new District. It is located within the Downtown Historic District.

**Criterion 3:** Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.



**Staff's Response: Satisfied.** The subject property is located in the Downtown Historic District and designation as a Local Landmark will have a positive impact on the character of the District as a whole. The addition of the Grants Pass Pharmacy to the Landmark List will maintain the property value and enhance the overall neighborhood.

**Criterion 4:** Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**Staff's Response: Satisfied.** The Grants Pass Pharmacy offers truly historic character and value to the Downtown Historic District through the continuity of the business and fixtures for nearly 90 years. The integrity of the Landmark is verifiable.

## **VII. RECOMMENDATION:**

Staff recommends the Historic Buildings and Sites Commission **RECOMMEND APPROVAL** of the Historic Local Landmark request to the City Council.

## **VIII. HISTORICAL BUILDINGS AND SITES COMMISSION ACTION:**

- A.** Recommend approval of the request as submitted.
- B.** Recommend approval of the request as modified by the HBSC (list).
- C.** Recommend denial of the request for the following reasons (list).
- D.** Postponement: Continue item:
  - 1. indefinitely.
  - 2. to a certain time.

**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals.

## **IX. INDEX TO EXHIBITS:**

- 1. Location Map
- 2. Aerial Photo
- 3. Historic Survey
- 4. Applicant's Narrative and Application












414 SW 6TH ST  
36-05-18-DA, TL 9400

0 25 50 100 Feet

#### Legend

-  Tax Parcels
-  Subject Parcel
-  Water Mains
-  Sewer Gravity Mains
-  Stormwater Mains



**EXHIBIT 2**

**CITY OF GRANTS PASS**  
Parks & Community Development Dept.  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone: (541) 450-6060  
Fax: (541) 476-9218

Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)  
<< CNEALON • 11/2018 >>



CITY OF GRANTS PASS, OREGON  
SURVEY OF HISTORIC AND CULTURAL RESOURCES

COUNTY: JOSEPHINE

HISTORIC NAME:	COMMON NAME: GP Pharmacy
ADDRESS: 414 SW 6TH ST	YR BUILT: 1900
OWNER: WILLIAMS, LEONARD W ETAL	ORIG. USE: Commerce;
MAILADD: 414 SW 6TH ST	PRESENT USE: Health Care; Medical
CITYST: GRANTS PASS, OR	ARCHITECT:
ZIP: 97526	BUILDER:
CONTRACT: MAFFETT, MICHAEL F & BONNIE C	STYLE: Chicago School
TWN: 36	RESOURCE TYPE: BUILDING
RNG: 05	THEME: 9b
SEC: 18	CONDITION: Good
TAXLOT[S]: 9400	
ADDITION: Original Town Site	
BLOCK: 66	
LOT: S. 50' 1, 2	
MAP: 41	
ZONE: CBD	

PLAN TYPE: Rectangular	NO. OF STORIES: 1
FOUNDATION MATERIALS: Brick	BASEMENT: Unknown
ROOF FORM: Flat, single slope	ROOF MATS.: Unknown
WALL CONST: Brick	STRUC. FRAME: Bearing Masonry
PRIMARY WINDOW TYPE: Fixed wood & metal sash	

EXTERIOR SURFACE: Stucco, brick, brick veneer  
DECORATIVE FEATURES: Recessed storefront entry

OTHER: Transom windows beneath awning

EXT. ALTERATION & ADDNS: Facade greatly altered, n.d.

LANDSCAPE FEATURES: None

ASSOCIATED STRUCTURES: None

SETTING: Mid-block, W. side of SE 6th, alley to S.

STATEMENT OF SIGNIFICANCE:

Contributing Property: no statement has been prepared for this study.

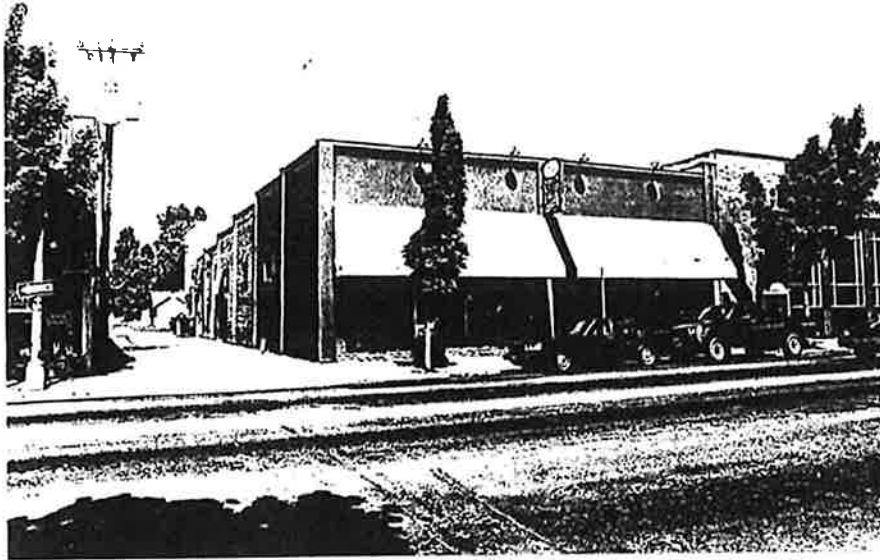
ROLL #: 3	FRAME[S]: 19a	RANKING: CONTRIBUTING
DATE: May 2, 1992		GP SURVEY #: 38
RECORDED BY: KRAMER/CHAPPEL, HP CONSULTANTS		SHPO NO: 417

EXHIBIT 3

CITY OF GRANTS PASS, OREGON  
SURVEY OF HISTORIC AND CULTURAL RESOURCES

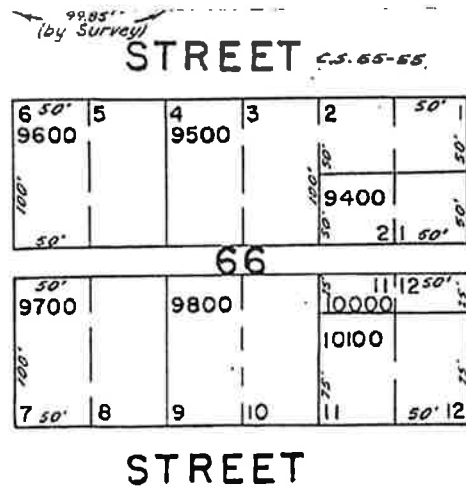
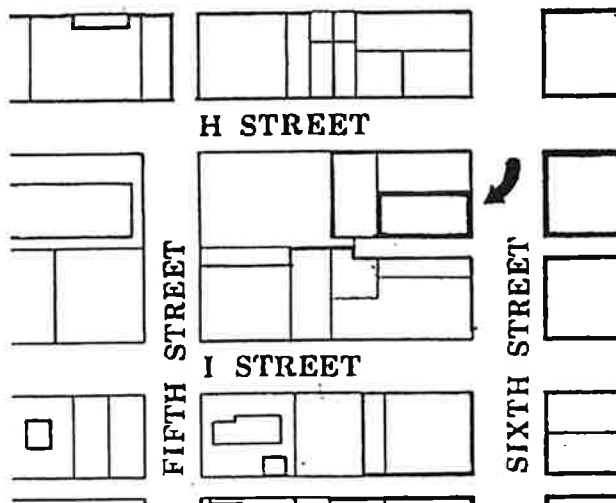
HISTORIC NAME:  
ADDRESS: 414 SW 6TH ST  
TWN: 36      RNG: 05      SEC: 18

COMMON NAME: GP Pharmacy  
BLOCK: 66      LOT: S. 50' 1, 2  
TAXLOT[S]: 9400



ROLL #: 3

FRAME[S]: 19a



GRAPHIC SOURCES: City of Grants Pass Topo, Josephine Cty Assessor Plat

DATE: May 2, 1992

RECORDED BY: KRAMER/CHAPPEL

RANKING: CONTRIBUTING

GP SURVEY #: 38

SHPO NO: 417

**EXHIBIT 3**





Community Development  
101 NW A Street  
Grants Pass, OR 97526  
(541) 450-6060  
Fax (541) 476-9218

# PLANNING APPLICATION FORM

Property Address: 414 SW 6th Street

**Assessor's Map & Tax Lot:**

36 05 18 DA Tax Lot(s) 9400

- - - Tax Lot(s)           

Zoning: CBD

City: ☒ UGB: ☐

**Project Type:** (Please check all applicable)

- ☐ Site Plan
- ☐ Standard Architectural Review
- ☐ Discretionary Arch. Review
- ☐ Special Concept Plan

- ☐ Partition
- ☐ Property Line Adjustment
- ☐ Property Line Vacation
- ☐ Planned Unit Development
- ☐ Subdivision
- ☐ Final Subdivision or PUD Plat
- ☐ Variance
- ☐ Comp Plan/Zone Map Amendment
- ☐ Text Amendment
- ☐ Pre-Application
- ☐ Appeal / Sign Code Appeal
- ☒ Other: Local Landmark

**RECEIVED**

**NOV 16 2020**

**CITY OF GRANTS PASS**

Size of Project (# of units, lots, sq. ft., etc):           

**Attachments:**

- ☐ (8) Folded Maps/Site Plan to scale
- ☒ (1) 8 1/2 x 11" reduced copy of site plan
- ☒ Electronic copy
- ☒ Written Narrative/Response to Criteria
- ☐ Power of Attorney
- ☐ Service Agreement
- ☐ Architectural Features
- ☐ Other:

**Description of Request**

(include name of project and proposed uses):           

Requesting to designate Grants Pass Pharmacy  
as a Local Historical Landmark

Property Owner: Michael & Bonnie Maffet

Address: 560 NW Scenic Dr.

Grants Pass, OR 97526

Phone: 541-479-0827

Email:           

Applicant: Michele Belcher (Co-owner & daughter)

Address: 1799 NE Hillcrest Lane

Grants Pass, OR 97526

Phone: 541-659-0301

Email: michele@grantspasspharmacy.com

Authorized Representative (if different from applicant):           

Address:           

Phone:           

Email:           

Surveyor or Engineer (if applicable):           

Address:           

Phone:           

Email:           

**CERTIFICATION:** I hereby certify that the information on this application is correct and that I own the property, or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

X Michael Maffet 2-04-20  
(Signature of owner or Attorney-in-Fact) Date

X Bonnie Maffet 2-04-20  
(Signature of owner or Attorney-in-Fact) Date

**(For Office Use)**

Date Application Received: 11-16-20

Date Application Complete: 11-19-20

Pre-App required? Y ☒ N ☐ Pre-App #           

Fees Paid:            Initials: CN

File Number(s): 303-00108-20

# Grants Pass Pharmacy

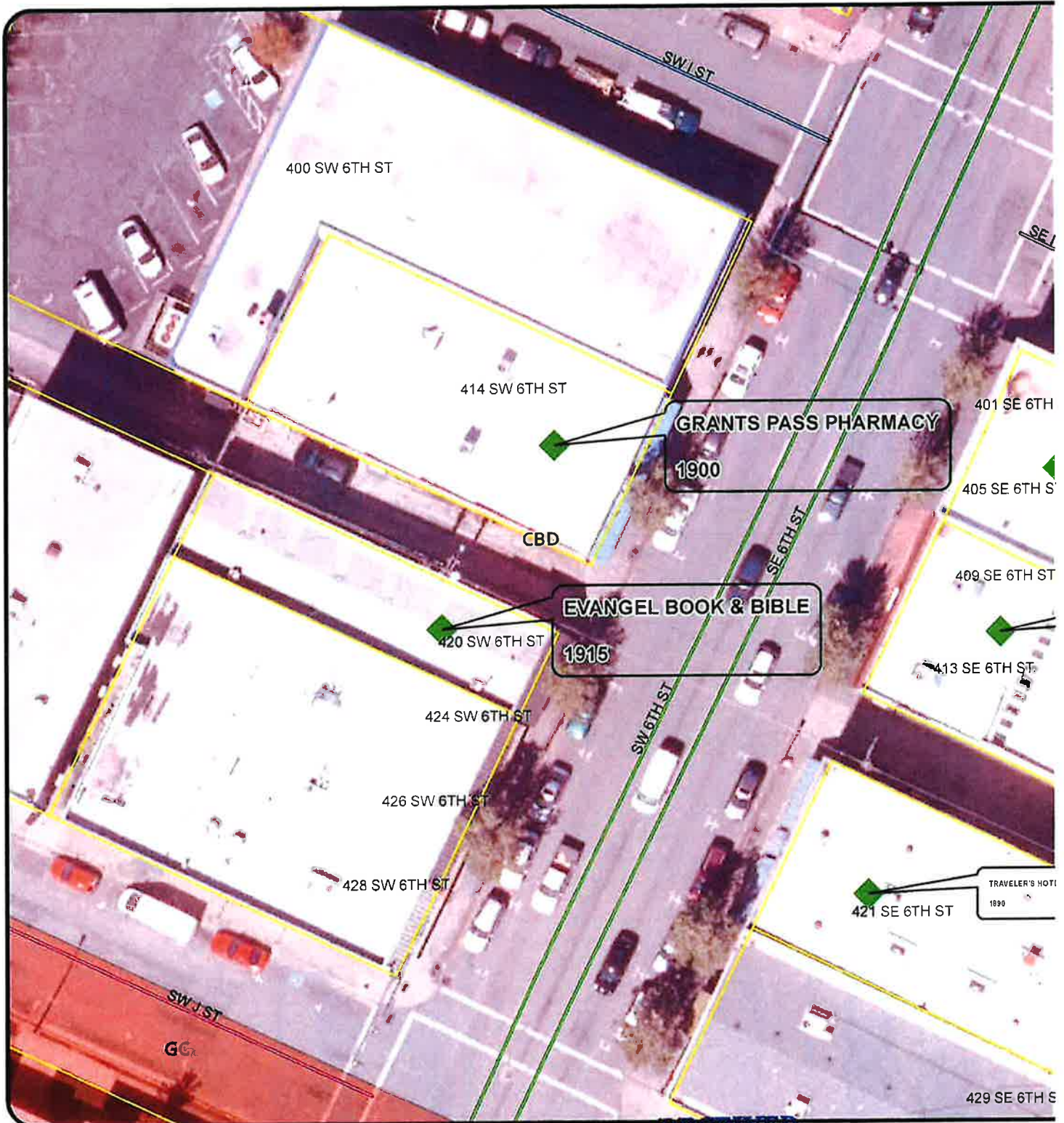


EXHIBIT 4



0 20 40 Feet

RECEIVED

NOV 16 2020

CITY OF GRANTS PASS

August 7, 2019  
DR

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.





## Grants Pass Pharmacy – Application for Local Landmark Status

This building was built Circa 1900 and is located within the Grants Pass Historical District within the Central Business District, between SW I and J Streets.

The Pharmacy has occupied the site since 1933 and retains the historic soda fountain which was installed in 1933. It is currently the only independently owned and operated pharmacy in Grants Pass.



**RECEIVED**

NOV 16 2020

CITY OF GRANTS PASS

**EXHIBIT 4**



**Historical Buildings and Sites Commission  
MEETING MINUTES  
December 10, 2021 at 4:00 PM  
Virtual meeting via MS Teams**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

Vacant

**GUESTS:**

Michelle Belcher, GP Pharmacy, joined for the Local Landmark hearing.

1. **Roll Call** – Chair Warren called the meeting to order at 4:00 pm. All present. Commissioner Holzinger left early.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of November Minutes:**

Amendments to the November minutes were as follows:

Changes to October summary add in definition for the project number: Item 5.b. that the discussion regarding project number 303-00107-20 (14K properties townhouse development at 242 SW J Street) also included concern over height, size and scale of the new buildings in comparison to the surrounding buildings' size and height.

Clarify item 5.a.: stating that the proposed new downtown plan, as presented by Jim Love, will not result in a loss of parking downtown.

**MOTION**

**Commissioner McConnell moved, and Commissioner Holzinger seconded the motion to approve the November 12, 2020 minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**5. Action Items:**

- a. Text Amendment to Article 13 – Elements of Compatibility Section 13.453(4), "Colors". Discussion about historical colors and the need for more definition than what the development code currently states. The following language was voted on, with the requested edits highlighted in RED.

13.453      Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as

little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Historic Preservation Officer shall be reviewed by the Historic Buildings and Sites Commission (HBSC).

- (1) Materials. ...
- (2) Roofs. ...
- (3) Additions and/or New Construction. ...
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
  - (a) Exterior colors shall be selected from commercially available historical color palettes **representative of the geographic area and correct historic era for the building.**
  - (b) **Historic whites shall be selected over modern “bright” whites.**
  - (c) **Black shall be used as a trim color only.**
  - (d) **Neon and Day-Glo colors are not acceptable choices.**
  - (e) The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.

#### **MOTION**

**Chair Warren moved, and Commissioner Holzinger seconded the motion to approve the edits to the Text Amendment to Article 13-Elements of Compatibility Section 13.453(4), “Colors.” The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

#### **b. Findings of Fact**

Commissioners reviewed Findings of Fact for the text amendments to Articles 4, 7, and 13 from previous meeting discussions and will include the changes to the “Colors” section just voted on.

#### **MOTION**

**Commissioner Holzinger moved, and Commissioner McConnell seconded the motion to approve the Findings of Fact – CLG Articles 4, 7, & 13 Text Amendment Report #405-00122-20 and include the changes just voted on regarding “Colors”. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

Not on agenda: Chair Warren noted that in the Findings of Fact document under the “Authority and Criteria” section, that the code in Section 4.102 needs to be updated to include the HBSC as having authority to initiate a text amendment. Director Clark made note of that change and will include it in the list of Development Code changes needed and tracked by the Planning Department.

c. Grants Pass Pharmacy Local Landmark Hearing

Michelle Belcher, current owner noted the following for the staff report: Two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. They have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800’s. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.

d. Croxton Memorial Park Local Landmark Hearing

It was noted by Commissioner Ford (a descendant of Thomas Croxton) that a document submitted with her application had incorrect information on the location of the cemetery as being in the NW part of town, when it is actually NE. Because it is listed that way on a historical document, it will not be corrected.

e. Redwood Empire Sign Local Landmark Hearing

Chair Warren noted that the effort to preserve the sign began on 2016, rather than 2017 as stated in the staff report.

The application for the Caveman Bridge to become a Local Landmark is still in process as staff has not received a reply from the state on who can sign the application. Follow up for next meeting.

**MOTION**

**Chair Warren moved, and Commissioner Richardson seconded the motion to approve adding the Grants Pass Pharmacy, Croxton Park, and the Redwood Empire Sign to the local landmark list. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Miller. “NAYS”: None. Abstain: None. Absent: Commissioner Holzinger.**

**The motion passed.**

f. Review of Strategic Goals. Discussion of goals as presented in packet.

Changes: for # 4, add “Continue to” update Local Landmarks. For #7, add Establish “a plan” for a historic museum in Grants Pass. Otherwise all are acceptable.

**6. Matters from Commission Members and Staff:**

- a. Local Landmark – draft letter inviting property owners to participate. Discussion about draft presented.  
Overall a positive letter. Discussion about additional overhead costs with being designated a local landmark– there is no cost to participate in the program. Commissioner Miller expressed concern over full disclosure of the additional costs for owners who want to change appearance of exterior of their property. Hearing costs and time delays are his concerns.  
Commissioner McConnell requested adding “and guidance of alterations to the exterior of the structure” in the fifth paragraph, in the first sentence.  
Other edits to include explanation of review process and fees; attach copy of pertinent information from Article 13 and the Elements of Compatibility.

Discussion on who should sign the letter, and Brad (Director) and Commissioner Warren (Chair) agreed to both sign it. And have it printed on City letterhead. Commissioner McConnell would like to get out a copy to the Wonder Bur as soon as possible. Donna will work on revising the draft based on this feedback.

- b. Welcome Center – Brad updated the HBSC saying that the project has been put on hold for now. Future modifications will come to HBSC for review, including siding and paint color.
- c. Historic District clean-up – Staff will keep HBSC updated on program as information becomes available.
- d. Cataloging of downtown murals. Brad will follow up with CoPA and get back to HBSC with information.
- e. County Courthouse Status – Chair Warren said he spoke to George Kramer about having the Courthouse building getting a “Determination of Eligibility” certificate for the National Register, which is less costly and time consuming than actually having it place on the Register. The Commissioners all agree that this is a project that needs to move forward.
- f. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.

#### **7. Future Agenda Building for Next Meeting:**

- a. FoF for Local Landmarks
- b. Conservation District Design Overlay
- c. Update on Museum Subcommittee
- d. Plaques for Local Landmarks
- e. Draft v.2 Local Landmark Invite Letter

#### **8. Adjourn: 5:45 pm**

**Next Meeting: January 14, 2021**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*

**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS  
DESIGNATING GRANTS PASS PHARMACY, 414 SW 6<sup>TH</sup> STREET, AS AN  
HISTORICAL LOCAL LANDMARK**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance designates Grants Pass Pharmacy as an Historical Local Landmark; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Historical Buildings and Sites Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The designation of the Grants Pass Pharmacy as an Historical Local Landmark is hereby adopted.

**Section 2.** This ordinance shall take effect 30 days from adoption.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_



Ordinance designating Redwood Empire Sign,  
Highway 99 at Caveman Bridge, as an  
Item: Historical Local Landmark.

Date: February 17, 2021

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**SUBJECT AND SUMMARY:**

Adoption of this ordinance would amend Development Code Article 13, Schedule 13.400-2, Historic Landmarks, by designating the Redwood Empire Sign located at Highway 99 at Caveman Bridge as an Historical Local Landmark.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by promoting preservation of historic structures and providing the owners with the ability to better manage their property for development.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: Action must be completed by March 19, 2021.

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**BACKGROUND:**

The application as recommended by the Historical Buildings and Sites Commission (HBSC) is to designate the Redwood Empire Sign as an Historical Local Landmark.

The subject sign has been in the same place since 1941, having been erected with the support of the Redwood Empire Association, a "highway commission," which is now defunct. A trend in the US in the late 1930s and 1940s was to promote road trips to explore the country. Highway commissions, including the Redwood Empire Association, strove to improve the transportation system. Highlighting the beauty of Southern Oregon and Northern California, the Redwood Highway quickly became popular. Prior to the interstate highway system, Highway 99 was the only direct route from Oregon to California and the Redwoods.

In 2016, the effort began to preserve the sign and restore it, rather than replace it. The sign was refurbished and dedicated anew in May 2019. The refurbished sign includes the restored neon lighting and retains the green background with white lettering, likely dating to the 1960s.

A public hearing was held by the HBSC on December 10, 2020, to consider the proposal and make a recommendation to the City Council. The HBSC made a recommendation of approval to the City Council for the proposed amendment at the December 10, 2020, meeting.

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ITEM: 1.d. ORDINANCE DESIGNATING REDWOOD EMPIRE SIGN, HIGHWAY 99  
AT CAVE MAN BRIDGE, AS AN HISTORICAL LOCAL LANDMARK.

Staff Report (continued):

Notice of the proposal and hearing was published in the local newspaper on February 1, 2021.

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COST IMPLICATION:

None.

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ALTERNATIVES:

1. Approve the designation as submitted;
2. Approve the designation with revisions;
3. Deny the designation; or
4. Postpone: Continue the item indefinitely or to a certain time.

RECOMMENDED ACTION:

It is recommended the Council approve the designation.

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POTENTIAL MOTION:

I move to adopt the ordinance designating the Redwood Empire Sign as an Historical Local Landmark, and have it read by title only, first reading.

I move to adopt the ordinance designating the Redwood Empire Sign as an Historical Local Landmark, and have it read by title only, second reading.



**CITY OF GRANTS PASS COMMUNITY DEVELOPMENT DEPARTMENT**

**REDWOOD EMPIRE SIGN, HWY 99 AT CAVEMAN BRIDGE  
LOCAL HISTORIC LANDMARK DESIGNATION  
CITY COUNCIL STAFF REPORT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission Recommendation/ City Council Decision
<b>Project Number:</b>	303-00110-20
<b>Project Type:</b>	Local Historic Landmark Designation
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	In Hwy 99 ROW, next to 986 SW 6 <sup>th</sup> St.
<b>Map and Tax Lot:</b>	n/a
<b>Zoning:</b>	General Commercial
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of HBSC Hearing</b>	December 10, 2020
<b>Date of HBSC Findings of Fact:</b>	December 10, 2020: Verbal Vote to Approve February 11, 2021: Signed Findings
<b>Date of City Council Staff Report:</b>	February 8, 2021
<b>Date of City Council Hearing:</b>	February 17, 2021

**I. PROPOSAL:**

The request is to designate the subject property as an Historic Local Landmark. The Redwood Empire Sign was installed in 1941 to promote Grants Pass as the “Northern Gateway” to the Redwood Empire and San Francisco. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY AND CRITERIA:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

### III. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

### IV. BACKGROUND AND DISCUSSION:

The subject sign has been in the same place since 1941, having been erected with the support of the Redwood Empire Association, a "highway commission" which is now defunct. A trend in the US in the late 1930's and 1940's was to promote road trips to explore the country. Highway commissions, including the Redwood Empire Association, strove to improve the transportation system. Highlighting the beauty of Southern Oregon and Northern California, the Redwood Highway quickly became popular. Prior to the interstate highway system, Highway 99 was the only direct route from Oregon to California and the Redwoods.

A few alterations have been made to the sign in its seven plus decades, as documented in a July 8, 2018 Daily Courier article. Those alterations included:

- A bottom portion of the sign that said "San Francisco" was removed, possibly after the completion of Interstate 5;
- The top line of the sign was changed for directional purposes from "Keep to the Right For" to read "Right Lane For";
- Original neon lighting was removed at some point in the past;
- The background color may have been changed from brown to its current green; and
- Lattice work below the sign was removed.

In 2016 the effort began to preserve the sign and restore it, rather than replace it. The sign was refurbished and dedicated anew in May 2019. The refurbished sign includes the restored neon lighting and retains the green background with white lettering, likely dating to the 1960's. Full details and background can be found in Exhibit 1.

### V. CONFORMANCE WITH CRITERIA:

Detailed findings of conformance with applicable criteria are provided in the HBSC's Findings of Fact (see *Exhibit 1*).

### VI. RECOMMENDATION:

The Historic Buildings and Sites Commission **RECOMMENDS APPROVAL** of the Historic Local Landmark request to the City Council.

### VII. CITY COUNCIL ACTION:

- A. Recommend the City Council approve the request:
1. As submitted; or,
  2. With revisions recommended by the City Council (list):

**B.** Recommend the City Council deny the request for the following reasons (list):

**C.** Postponement: Continue item:

1. Indefinitely; or,
2. To a certain time.

**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals. The final action date for this application is March 19, 2021.

**INDEX TO EXHIBITS:**

**1.** Historical Buildings and Sites Commission's Findings of Fact and Exhibits:

- A. HBSC Staff Report
- B. HBSC Minutes dated 12-10-2020

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REDWOOD EMPIRE SIGN, HWY 99 AT CAVEMAN BRIDGE  
LOCAL HISTORIC LANDMARK DESIGNATION  
FINDINGS OF FACT**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00110-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	In Hwy 99 ROW, next to 986 SW 6 <sup>th</sup> St.
<b>Map and Tax Lot:</b>	n/a
<b>Zoning:</b>	General Commercial
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020
<b>Date of Findings of Fact</b>	January 14, 2021

Note: ***Bold Italic Text*** indicates text added by the Commission that was not contained in the staff report. ~~Strikeout Text~~ indicates deletions made by the Commission.

**I. PROPOSAL:**

The request is to designate the subject sign as an Historic Local Landmark. The Redwood Empire sign was installed in 1941 to promote Grants Pass as the “Northern Gateway” to the Redwood Empire and San Francisco. The applicant has submitted a narrative in support of the designation.

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.

#### **IV. APPEAL PROCEDURE:**

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### **V. PROCEDURE:**

- A.** An application for Local Landmark designation was submitted November 16, 2020 and deemed complete November 19, 2020. The application was processed in accordance with Section 2.060 of the Development Code.
- B.** Public notice of the December 10, 2020 hearing was mailed on November 20, 2020 and published in the local newspaper on November 23, 2020 in accordance with Section 2.053 of the Development Code.
- C.** A public hearing was held on December 10, 2020 and the HBSC voted unanimously to approve the application.

#### **VI. SUMMARY OF EVIDENCE:**

- A.** The basic facts and criteria regarding this application are contained in the Staff Report, which is attached as *Exhibit "A"* and incorporated herein.
- B.** The minutes of the public hearing held by the Historical Buildings and Sites Commission on December 10, 2020, attached as *Exhibit "B"*, summarize the oral testimony presented and are hereby incorporated herein.

#### **VII. FINDINGS OF FACT:**

The Historical Buildings and Sites Commission found that based on the testimony given at the public hearing and staff report, the proposal meets the criteria in Section 13.441 of the Development Code based on the reasons stated in the findings included below.

#### **VIII. GENERAL FINDINGS OF FACT:**

The subject sign has been in the same place since 1941, having been erected with the support of the Redwood Empire Association, a "highway commission" which is now defunct. A trend in the US in the late 1930's and 1940's was to promote road trips to explore the country. Highway commissions, including the Redwood Empire Association, strove to improve the transportation system. Highlighting the beauty of Southern Oregon and Northern California, the Redwood Highway quickly became popular. Prior to the interstate highway system, Highway 99 was the only direct route from Oregon to California and the Redwoods.

A few alterations have been made to the sign in its seven plus decades, as documented in a July 8, 2018 Daily Courier article. Those alterations included:

- A bottom portion of the sign that said "San Francisco" was removed, possibly after the completion of Interstate 5;
- The top line of the sign was changed for directional purposes from "Keep to the Right For" to read "Right Lane For";
- Original neon lighting was removed at some point in the past;
- The background color may have been changed from brown to its current green; and
- Lattice work below the sign was removed.

In ~~2017~~ **2016** the effort began to preserve the sign and restore it, rather than replace it. The sign was refurbished and dedicated anew in May 2019. The refurbished sign includes the restored neon lighting and retains the green background with white lettering, likely dating to the 1960's. Full details and background can be found in the application.

## **IX. FINDINGS IN CONFORMANCE WITH CRITERIA:**

### **A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441.**

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

**Criterion 1:** The designation of a District or Landmark serves the purpose of this section.

**HBSC Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Redwood Empire Sign will serve to meet the intent of the historic preservation ordinance for the cultural impact it offers.

**Criterion 2:** The boundaries of a District are adequate and suitable for designation.

**HBSC Response: Not Applicable.** The request is for Local Landmark status of the Redwood Empire Sign, rather than a new District.

**Criterion 3:** Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.

**HBSC Response: Satisfied.** The sign is prominently displayed on the north end of Caveman Bridge, visible to all drivers and pedestrians headed south across the Rogue River. It is an emblem of the City and represents an era of local history. Designation as a Local Landmark will have a positive impact on the character of the City and serve to further the appreciation of the early days of tourism in the region.

**Criterion 4:** Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**HBSC Response: Satisfied.** The Redwood Empire sign represents one aspect of the historic character of the City, highlighting the impact of the automobile on the growth of the region. The context and integrity of the sign is backed by verified sources through historical accounts and photographs.

## **X. DECISION AND SUMMARY:**

The Historic Buildings and Sites Commission **APPROVED** the recommendation for approval of the Historic Local Landmark request to the City Council. The vote was unanimous, 6-0, with Commissioners Warren, Pell, Ford, McConnell, Richardson and Miller voting in favor. Commissioner Holzinger was absent.

**XI. FINDINGS APPROVED BY THE HISTORICAL BUILDINGS AND SITES COMMISSION**  
this 11<sup>th</sup> day of February, 2021.

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Ward Warren, Chair

**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REDWOOD EMPIRE SIGN, HWY 99 AT CAVEMAN BRIDGE  
LOCAL HISTORIC LANDMARK DESIGNATION  
HBSC HEARING**

<b>Procedure Type:</b>	Type IV-B: Historical Buildings and Sites Commission
<b>Project Number:</b>	303-00110-20
<b>Project Type:</b>	Local Historic Landmark Designation Review
<b>Owner:</b>	City of Grants Pass
<b>Representative:</b>	Brad Clark, Director Community Development
<b>Property Address:</b>	In Hwy 99 ROW, next to 986 SW 6 <sup>th</sup> St.
<b>Map and Tax Lot:</b>	n/a <b>See Exhibits 1 &amp; 2</b>
<b>Zoning:</b>	General Commercial
<b>Planner Assigned:</b>	Donna Rupp
<b>Application Received:</b>	November 16, 2020
<b>Application Complete:</b>	November 19, 2020
<b>Date of Staff Report:</b>	December 1, 2020
<b>Date of Hearing:</b>	December 10, 2020

**I. PROPOSAL:**

The request is to designate the subject sign as an Historic Local Landmark. The Redwood Empire sign was installed in 1941 to promote Grants Pass as the "Northern Gateway" to the Redwood Empire and San Francisco. The applicant has submitted a narrative in support of the designation (**Exhibit 3**).

**II. AUTHORITY:**

Sections 2.060, 7.064 and 13.442 authorize the Historical Building and Sites Committee to make a recommendation to the City Council and authorize the City Council to make a final decision on an application for historic designation or amendment to the historic district requiring a Type IV procedure, in accordance with procedures of Section 2.060.

**III. CRITERIA:**

The decision must be based upon the criteria contained in Section 13.441 of the Grants Pass Development Code.



#### IV. APPEAL PROCEDURE:

The City Council's final decision may be appealed to the State Land Use Board of Appeals (LUBA) as provided in state statutes. A notice of intent to appeal must be filed with LUBA within 21 days of the Council's written decision.

#### V. DISCUSSION:

The subject sign has been in the same place since 1941, having been erected with the support of the Redwood Empire Association, a "highway commission" which is now defunct. A trend in the US in the late 1930's and 1940's was to promote road trips to explore the country. Highway commissions, including the Redwood Empire Association, strove to improve the transportation system. Highlighting the beauty of Southern Oregon and Northern California, the Redwood Highway quickly became popular. Prior to the interstate highway system, Highway 99 was the only direct route from Oregon to California and the Redwoods.

A few alterations have been made to the sign in its seven plus decades, as documented in a July 8, 2018 Daily Courier article. Those alterations included:

- A bottom portion of the sign that said "San Francisco" was removed, possibly after the completion of Interstate 5;
- The top line of the sign was changed for directional purposes from "Keep to the Right For" to read "Right Lane For";
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In 2017 the effort began to preserve the sign and restore it, rather than replace it. The sign was refurbished and dedicated anew in May 2019. The refurbished sign includes the restored neon lighting and retains the green background with white lettering, likely dating to the 1960's. Full details and background can be found in the application (*Exhibit 3*).

#### VI. CONFORMANCE WITH CRITERIA:

##### A. Designation Criteria for Historic Districts/Landmarks ~ Section 13.441

A Historic District, a Conservation District, and a Landmark may be recommended for designation by the Historical Buildings and Sites Commission and designated by the City Council, providing all the following criteria are addressed during consideration by the review body.

**Criterion 1:** The designation of a District or Landmark serves the purpose of this section.

**Staff's Response: Satisfied.** The purpose of Section 13.400, Historic Districts, is to effect and accomplish the protection, enhancement and perpetuation of such improvements which are reflective of the City's cultural, social economic, political and architectural history. The inclusion of the Redwood Empire Sign will serve to meet the intent of the historic preservation ordinance for the cultural impact it offers.

**Criterion 2:** The boundaries of a District are adequate and suitable for designation.

**Staff's Response: Not Applicable.** The request is for Local Landmark status of the Redwood Empire Sign, rather than a new District.

**Criterion 3:** Consideration of the positive and negative effects of the designation upon residents, businesses or property owners of the area.

**Staff's Response: Satisfied.** The sign is prominently displayed on the north end of Caveman Bridge, visible to all drivers and pedestrians headed south across the Rogue River. It is an emblem of the City and represents an era of local history. Designation as a Local Landmark will have a positive impact on the character of the City and serve to further the appreciation of the early days of tourism in the region.

**Criterion 4:** Consideration of the historic character, value, context, and integrity of the proposed District or Landmark.

**Staff's Response: Satisfied.** The Redwood Empire sign represents one aspect of the historic character of the City, highlighting the impact of the automobile on the growth of the region. The context and integrity of the sign is backed by verified sources through historical accounts and photographs.

## **VII. RECOMMENDATION:**

Staff recommends the Historic Buildings and Sites Commission **RECOMMEND APPROVAL** of the Historic Local Landmark request to the City Council.

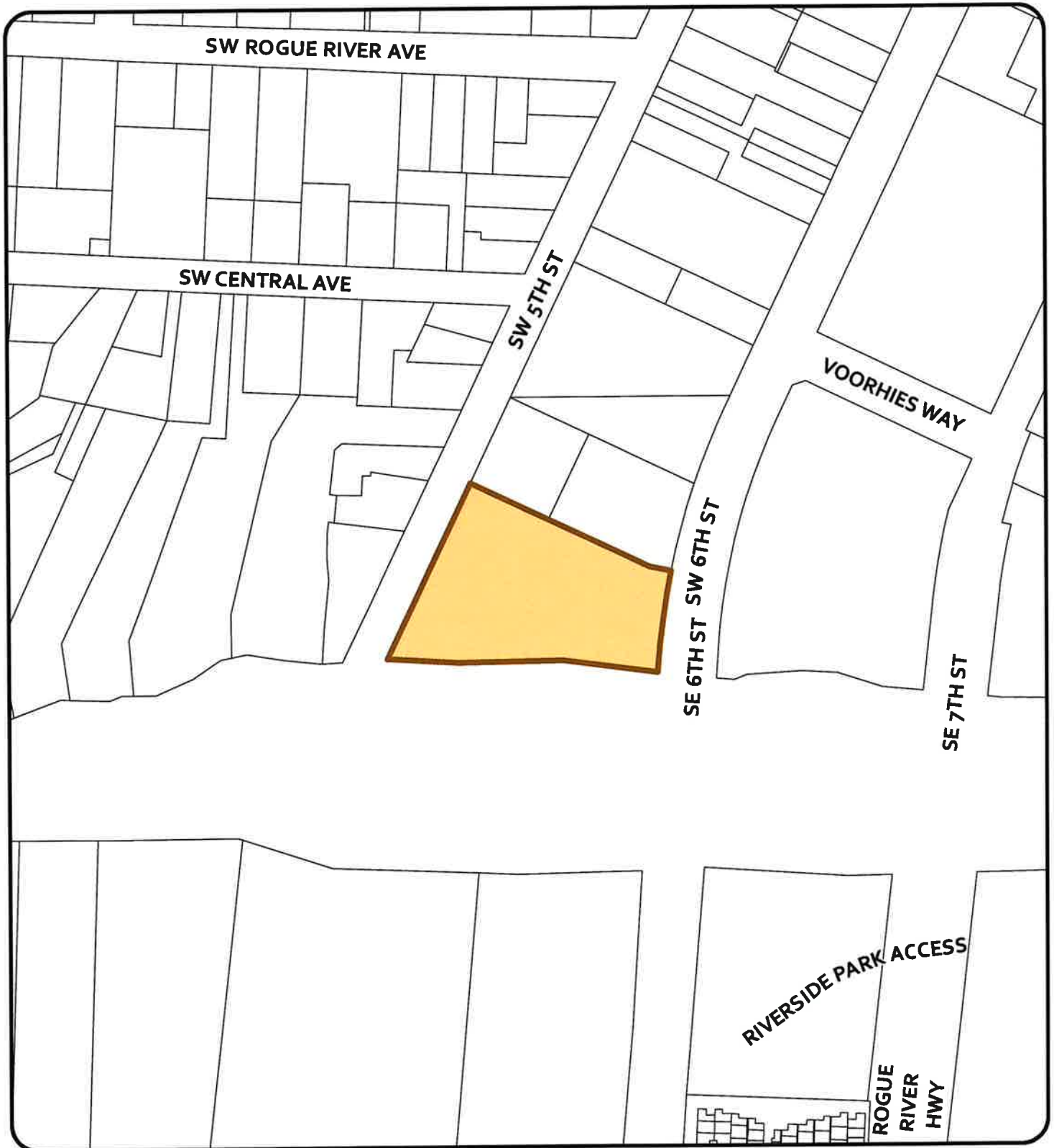
## **VIII. HISTORICAL BUILDINGS AND SITES COMMISSION ACTION:**

- A.** Recommend approval of the request as submitted.
- B.** Recommend approval of the request as modified by the HBSC (list).
- C.** Recommend denial of the request for the following reasons (list).
- D.** Postponement: Continue item:
  - 1. indefinitely.
  - 2. to a certain time.

**Note:** Law requires that final action be taken within 120 days of the date the application was deemed complete, including resolution of all appeals.



## **IX. INDEX TO EXHIBITS:**

- 1. Location Map
- 2. Aerial Photo
- 3. Applicant's Narrative and Application

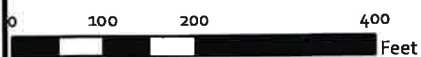


**ADJACENT TO:  
986 SW 6TH ST**

**Legend**

-  Adjacent to Parcel
-  Tax Parcels

**EXHIBIT 1**



**CITY OF GRANTS PASS**  
 Parks & Community Development Dept.  
 101 Northwest "A" Street  
 Grants Pass, OR 97526  
 Phone: (541) 450-6060  
 Fax: (541) 476-9218  
 Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



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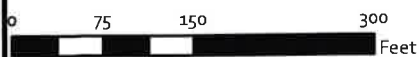
DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.





**ADJACENT TO:  
986 SW 6TH ST**

## EXHIBIT 2



### Legend

- Adjacent to Parcel
- Tax Parcels
- Water Mains
- Sewer Gravity Mains
- Stormwater Mains



**CITY OF GRANTS PASS**  
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<<CNEALON • 11/20/20>>

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Community Development  
101 NW A Street  
Grants Pass, OR 97526  
(541) 450-6060  
Fax (541) 476-9218

# PLANNING APPLICATION FORM

**Property Address:** In HWY 99 ROW next to  
986 SW 6th St. ; REDWOOD EMPIRE SIGN

**Assessor's Map & Tax Lot:**

- - - Tax Lot(s)

- - - Tax Lot(s)

**Zoning:** General Commercial

City: ☒ UGB: ☐

**Project Type:** (Please check all applicable)

- ☐ Site Plan
- ☐ Standard Architectural Review  
☐ Discretionary Arch. Review  
☐ Special Concept Plan

- ☐ Partition  
☐ Property Line Adjustment  
☐ Property Line Vacation  
☐ Planned Unit Development  
☐ Subdivision  
☐ Final Subdivision or PUD Plat  
☐ Variance  
☐ Comp Plan/Zone Map Amendment  
☐ Text Amendment  
☐ Pre-Application  
☐ Appeal / Sign Code Appeal

☒ Other: LOCAL LANDMARK APPLICATION

**Size of Project** (# of units, lots, sq. ft., etc):  
N/A

**Attachments:**

- ☐ (8) Folded Maps/Site Plan to scale  
☐ (1) 8 1/2 x 11" reduced copy of site plan  
☒ Electronic copy *map*  
☒ Written Narrative/Response to Criteria  
☐ Power of Attorney  
☐ Service Agreement  
☐ Architectural Features  
☒ Other: *map*

**Description of Request**

(include name of project and proposed uses):

NOMINATION FOR REDWOOD EMPIRE SIGN AT NORTH END

OF CAVEMAN BRIDGE TO BE RECOGNIZED  
AS A LOCAL LANDMARK.

**Property Owner:** City of Grants Pass

**Address:** 101 NW A Street

**Phone:**

**Email:**

**Applicant:**

**Address:**

**Phone:**

**Email:**

**Authorized Representative** (if different from applicant):

Brad Clark, Director CD

**Address:**

**Phone:**

**Email:**

**Surveyor or Engineer** (if applicable):

**Address:**

**Phone:**

**Email:**

**CERTIFICATION:** I hereby certify that the information on this application is correct and that I own the property, or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

*Brad Clark*  
(Signature of owner or Attorney-in-Fact)

*11/20/20*  
Date

(Signature of owner or Attorney-in-Fact)

Date

**(For Office Use)**

Date Application Received: *11-16-20*

Date Application Complete: *11-20-20*

Pre-App required? Y ☒ Pre-App #

Fees Paid: *0* Initials: *CW*

File Number(s): *303-00110-20*

### Local Landmark Application for Redwood Empire Sign

Located at the north end of the Caveman Bridge, next to 986 SW 6<sup>th</sup> Ave in the Hwy 99 ROW

**Narrative, excerpt from email from Larissa Rudnicki, ODOT Historic Resources Specialist, 03.12.2020**  
[Larissa.Rudnicki@odot.state.or.us](mailto:Larissa.Rudnicki@odot.state.or.us)

The glamour of the Caveman Bridge is accented by the Redwood Empire Association neon sign erected in 1941 to guide travelers to the beginning of their experience through the untamed and scenic parts of Oregon, and ultimately to California. A trend in the US at the time was to travel by car to explore the country. Highway commissions, including the Redwood Empire Association, strove to improve and expand the transportation web. Highlighting the unmatched beauty of southern Oregon and northern California, the Redwood Highway quickly became a tourist thoroughfare.

The Cultural Team at ODOT applauds and encourages the effort to designate both resources as Landmarks which reflect both the ideals of the era and the community of Grants Pass.

#### Additional information from Ward Warren, HBSC Chair, 2020:

- The sign body is all metal with added neon glass tubing for illumination.
- To my knowledge, the sign has been in that same location since installation.
- The sign was designed by the Redwood Empire Association, a group that promoted tourism along the Redwood Empire route between San Francisco and Grants Pass.
- At one time the metal sign box was a reddish-brown color, but the color was changed to green with white letters probably c1960s and has remained the same since, including when restored in early 2019.



Local Newspaper articles also attached from The Daily Courier:  
July 8, 2018, May 5, 2019 and May 9, 2019.



### EXHIBIT 3

NDU 20-1121048  
Sunday, July 8th, 2018

# Grants Pass Daily Courier

## Photos show few alterations to Redwood Empire sign since it first went up in 1941

By Troy Shinn of the Daily Courier

Despite assertions by city officials to the contrary, the Redwood Empire sign on Sixth Street at Caveman Bridge has never been significantly redesigned, yet that's part of the city's current plan to replace the historic marker with a new design.

All evidence suggests the run-down and time-worn sign that's there today is the same one that was installed in 1941.

It is true that there are multiple old photos showing different designs for signs promoting the Redwood Highway dating back to the 1920s, when the route first opened to the public.

But that's because there used to be multiple signs in Grants Pass in the early years at multiple locations. The one sign remaining is all that's left of that era of motor tourism, urging people to drive the rugged yet scenic Redwood Highway and stop at points along the way.

A July 24, 1936, story in the Daily Courier mentions a "huge tourist" sign to be installed on the north end of town. The record is somewhat vague, but this is likely a reference to a sign that used to sit on Sixth Street near present-day Midland Avenue.

Scott Lindberg, a grant specialist with the City of Grants Pass who was part of a volunteer effort in 2011 to restore the existing Redwood Empire sign, said he did a lot of research into the sign's origins.

His group, part of a local Ford Foundation Leadership Program, ended up doing the mosaic installations on sidewalks in downtown Grants Pass instead. But when the group was looking to refurbish the Redwood Empire sign, he said they wanted to be accurate to the historical record.

"We didn't have a lot to go on, and I think we figured that if we're going to do it, we should do it right," Lindberg said.

He also confirmed the account of where the various Redwood Empire signs were located.

The first, on the north end of town, would have been along the old Pacific Highway, the primary route to California before Interstate 5 was built.

"That would have been at about Sixth and Midland," he said.

It was described as a rectangular billboard with red and blue lights.

There was another sign across Caveman Bridge, south of the Rogue River, which at the time was outside of the city limits.

This design featured a slab of a redwood tree, which in later years was altered with neon lighting and some more directional information on how to travel the tourist route along the Redwood Highway.

This would have been near where Bi-Mart currently sits, at the South Y interchange.

Michael Oaks, former chairman of the Josephine County Historical Society and longtime local historian, also confirmed this account.



The hotly debated Redwood Empire sign went up in 1941 at the foot of Caveman Bridge where Sixth Street meets the Rogue River. While the City of Grants Pass wants to replace the sign with a new version that features a different shape and design, some residents have expressed vocal support for restoring the original.



NOV 20 PM 12:04

He says that those other signs became obsolete after that area was reconfigured to provide better highway access and give motorists headed south the option of keeping left to get to Jackson County. As Interstate 5 became the primary route, the Redwood Empire signs pointing drivers to the right to go to San Francisco, the long way, was no longer appropriate.

That's where the Redwood Empire sign that survives today came into play.

First discussed in 1939 when representatives of the business group known as the Redwood Empire Association came to speak at City Hall, the effort to install the sign at the entrance of iconic Caveman Bridge would become the final effort to herald the tourist route in Grants Pass.

It wasn't until 1941, however, that the sign would actually be installed. That's based on a June 1941 Daily Courier story that mentions how a disgruntled citizen complained to the City Council about her business' sign being taken down to make way for the Redwood Empire sign next to the Caveman Bridge.

The owner of the Traveler's Rest motor court, located where the Riverside Inn currently sits, said that the sign to her business was removed so that the tourism sign could be erected. She said this was harming her business, the council promised to address the concerns for both sides, and then the record goes silent on how this particular grievance was addressed.

The permits for the sign were approved in July 1941.

Old photos, estimated by Oaks to have been taken in the early 1940s, show a sign that is largely the same as the one that currently occupies the spot in downtown Grants Pass.

"The Redwood Empire sign that is on bridge has to have been the one that was installed then," Oaks said, adding his historic analysis of a photograph depicting a woman with a young child standing in front of the sign.

"That woman is standing in front of a 1939 Chevy, and it looks pretty new," Oaks said. "I'll pin the date down to about 1941."

Another photo, dated 1976 and discovered in the Daily Courier's archive, shows the sign's design then was exactly as it is today.

Throughout the historical record, Grants Pass is referred to as the "Northern Gateway" to the Redwood Empire, a fact that city officials say they want to play up in the newest designs for a replacement sign. By adding the words "Grants Pass" and "Gateway to the Redwood Empire" atop the sign, officials say they are highlighting the history, not destroying it.

However, one of the points being bandied about by officials is untrue: that the current sign has been redesigned numerous times in its 77-year history.

"There's been so many variations and versions of that sign. That sign has changed quite a bit," Grants Pass City Manager Aaron Cubic said on a KAJO-AM radio talk show last month. "I know some people say that the sign as it stands has been there since 1941. Well, the sign has been there since that time, for sure, but the language has changed more recently than that, also. There's pictures we have of all sorts of different, you know, a number of different variations of what that says."

Despite Cubic's assertion, the known changes to the sign during its lifetime can be tallied on one hand:

- The bottom portion of the sign that said "San Francisco" was removed. This was possibly done once Interstate 5 was completed. It was originally part of the sign at Caveman Bridge because Redwood Empire Association members believed few people knew that the Redwood Highway could be followed all the way to San Francisco.

NOV 20 PM12:04

- The top line of the sign was changed from "Keep To The Right For" to "Right Lane For." One theory as to why: After Sixth Street and Caveman Bridge switched from a two-way street to one way, southbound travelers had more than one lane to choose from.

- Neon lighting that accented the sign's lettering was scrapped.

- It is possible, based on paint layers visible on the face of the sign, that the background color was brown at one time.

- Lattice work below the sign was removed.

However, the overall design of the sign has remained the same. Photos used to describe the other designs for the still-standing Redwood Empire sign depict different signs in different places, not the one that's the subject of local controversy over the city's plans to replace the sign rather than restore it.

The project has been building to a fever pitch since city officials first talked about giving the sign a facelift last year.

Since then, two city committees, the Tourism Advisory Committee and Historical Buildings and Sites Commission, recommended the sign be restored rather than replaced.

The State Historic Preservation Office has also twice determined that the sign is a historic resource and earlier this year told city officials that a replacement would be considered an "adverse effect" on the sign's historical significance.

The City Council opted to move forward with plans to replace the sign anyway. This led to a community outcry, with local residents saying they want the sign restored or replaced with an exact replica.

Whether the sign would survive a restoration has never been fully nailed down.

A Medford sign company that the city contracted to evaluate the sign determined that it was too old to be restored.

The Daily Courier reached out to two different sign companies in recent months. One, a Salem company that's been in the sign business for decades, said that restoring the sign would be "absolutely no problem at all." The general manager of the Grants Pass firm Western Sign Systems, which built an identical replica of the original 1920 "It's the Climate" sign in 1977, said that the Redwood Empire sign shouldn't be restored and an exact replica should be pursued instead of a new design.

Ward Warren, chairman of the Historical Commission, says that he's had signs in similar condition restored easily. At a meeting of the commission last month, he mentioned specifically that he restored a sign from the old Riverside Hotel and Lounge by taking it to an auto body shop.

Oaks also supports a rehabilitation of the sign, not a replacement.

"I'm all for having the sign restored ... not a replacement," he said. "I don't think it would be all that big of a job."

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Reach reporter Troy Shinn at 541-474-3806 or [tshinn@thedailycourier.com](mailto:tshinn@thedailycourier.com).

NOV 20 PM12:04

Sunday, May 5th, 2019

# Grants Pass Daily Courier

## CELEBRATING HISTORY: Refurbished Redwood Empire sign, Caveman Bridge rededicated in Friday ceremony

By Jeff Duewel of the Daily Courier

On a cloudless Friday, Grants Pass came out to love on its past a little.

More than 200 people attended the celebration of two historic Grants Pass icons: Caveman Bridge, built in 1931, and the Redwood Empire sign, erected 10 years later.

Both were restored in the last year, and around 11:15 a.m. it looked like 1941 again when neon lit up the sign and vintage cars headed over the gleaming bridge.

"This is classy," said Virginia Ford, whose father Thomas Croxton poured concrete on the bridge during construction 90 years ago.

Ford, who was a Cave Queen in the 1950s as Virginia Croxton, took the first drive across the bridge in a vintage police car along with state Rep. Carl Wilson, historian Larissa Rudnicki and Lt. Todd Moran of the Grants Pass Department of Public Safety, the driver.

"Everybody in the community loves the bridge," said Ward Warren, the master of ceremonies and chairman of the city's Historical Building and Sites Commission who spearheaded the event. "I just wish Brady (Adams) was here. He'd be so proud of what's happening here."

Adams, the late Evergreen Bank president and longtime lawmaker from Grants Pass, has a bronze bust about 100 yards away at Taprock Northwest Grill. Friday's fete would have fit well with Adams' dedication to downtown art.

Warren worked for the restoration of the sign for more than four years, helping to save the sign's original look, after city officials dismissed the sign's significance and planned to replace it with an updated replica.

City officials even claimed the sign wasn't the original. A photo spread in the Daily Courier last July put that canard to rest. Soon the public weighed in: Save the sign.

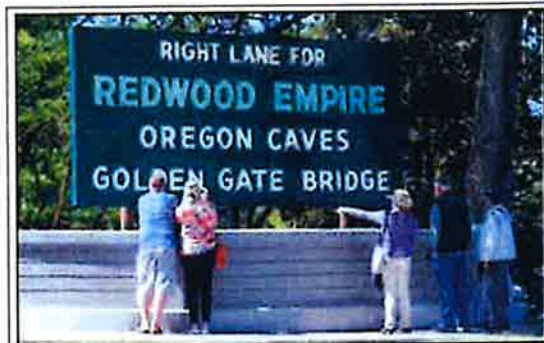
"It's been a bumpy road, but we're here to celebrate," Warren said.

There's never been any doubt about the Caveman Bridge, however, and just like in 1931 for the bridge opening, the Oregon Cavemen paraded with decaying teeth and animal skins. Chief Bighorn (James Lowe) tried to disrupt things with prehistoric jokes.

"Agggghhh. Princess here," he said when Ford was introduced.

"Those predators used to scare me so badly during Boatnik I'd run into Brownell's and pretend to be interested in crystal," Wilson cracked.

Wilson called the bridge and the sign "touchstones for us" and said when he was in the Philippines in the service nearly five decades ago "we used to dream about the bridge, and this town, and it really kept us going."



TIMOTHY BULLARD/Daily Courier

People attending Friday's Caveman Bridge and Redwood Empire sign celebration admire the newly refurbished sign. The historic sign, originally erected in 1941, is now lit up by neon lights for the first time in decades.

Wilson noted that in 125,000 miles on his motorcycle in the past 18 years, he saw a lot of people give up on their towns in Oregon. NOV 20 PM 12:04

"I want to thank all of those who didn't give up on this town," he said.

History buffs delighted in the event.

Madeline DeCoursey and 9-year-old Annabelle Catterall recreated a historic photo in front of a 1939 Buick, as hundreds hoisted their smartphones for photographs.

Joan Momsen of the Josephine County Historical Society said afterward that after World War II, a lot of people were bent on modernization, and sometimes heritage was left behind.

She can still remember the Redwood Empire sign being lit with neon, decades ago.

"It's really nice to see it again," she said.

Oregon Department of Transportation historians Rudnicki and Chris Bell turned up fascinating nuggets about Caveman Bridge and the Redwood Empire sign.

The Cavemen sent invitations for the bridge's 1931 grand opening to every member of Congress — on jawbones. Only in Grants Pass. Those jawbones also allegedly served as passports to the ceremony.

Reportedly 25,000 people, including dignitaries from Canada and Mexico, were there in 1931 for the opening of Conde McCullough's mini masterpiece. The bridge designer, best known for his epic spans on the Oregon Coast, considered Caveman one of his favorites, the historians said, with its rainbow arch design.

The link to the Golden Gate Bridge came about when that most-epic-of-all bridges 480 miles to the south was finished in 1937.

The Redwood Empire Association, celebrating the route to the coast from Grants Pass, considered Grants Pass "the endpoint for their glorious pathway from Grants Pass to San Francisco, as if the bridges were long-lost brothers, reunited by a strip of asphalt," Rudnicki said. "These are monuments to that era, and hopefully they'll remain for another century."

The inaugural Redwood Highway Indian Marathon of 1927, won by John "Mad Bull" Southard, was an earlier promotion by the association, even before the bridges.

The association was founded in 1925, and the completion of the Redwood Highway in 1926 had business owners and civic boosters along the San Francisco-to-Grants Pass route craving publicity.

Hence the Golden Gate Bridge reference on the sign that went up in 1941 in Grants Pass, and has lasted for 78 years.

Jeannette Leagjeld, who moved to Grants Pass 64 years ago at the age of 8, said she always remembered the sign because it said "Golden Gate Bridge" at the bottom.

She carried a cardboard sign last fall saying "Save Our Sign," and on Friday the other side read "Thank you for Saving our Sign."

At a cost of \$13,771, the Redwood Empire sign was painstakingly restored by Eugene Sign & Awning and was reinstalled Tuesday night ahead of the celebration.

The 18-month, \$5.3 million Caveman Bridge restoration project was completed in February. It involved cosmetic and structural repairs, seismic upgrades, new rails and lights, deck resurfacing and total renovation of the concrete bridge surface.

Thursday, May 9th, 2019 12:04 PM

## **Grants Pass Daily Courier**

### **Backers of the bridge and sign made history**

Gratified by the great turnout for the May 3 celebration of the Redwood Empire sign and Caveman Bridge restorations, I'm honored as well by the compliments and expressions of gratitude in the Daily Courier and elsewhere.

That said, I want to make something very clear: I'm not looking for a new job (actually trying to retire), and many individuals, businesses and other entities contributed to both saving the sign and making the celebration a success!

Some said the vintage 1941 sign couldn't be restored, but I knew the process was similar to restoring a vintage car. All the work was done by hand, including hand-bending the neon glass tubes.

The sign was restored for just over half of the amount budgeted, and the celebration was staged by volunteers, at no cost to local taxpayers. The restoration and the celebration were labors of love and a passion for preserving our local history!

Though too numerous to mention in this limited space, the Daily Courier, ODOT, the GP Historical Building & Sites Commission, the Chamber of Commerce, the Cavemen, the Rogue Valley Brass Quintet, classic car owners, the Department of Public Safety, Eugene Sign & Awning, Taprock, Hellgate and Evergreen Federal Bank all deserve special thanks!

And huge thanks to all who appreciate Caveman Bridge, the Redwood Empire sign, and preserving our local history, and those who expressed their support. Now just enjoy our beautiful Caveman Bridge and Redwood Empire sign and remember: We not only preserved history, we made it, too!

**WARD WARREN**

**Grants Pass**





Redwood Empire Sign, Grants Pass, Oregon

**EXHIBIT 3**

**RECEIVED**

**NOV 16 2020**

**CITY OF GRANTS PASS**





Redwood Empire Sign  
Local Landmark Application  
North end of Caveman Bridge

**EXHIBIT 3**

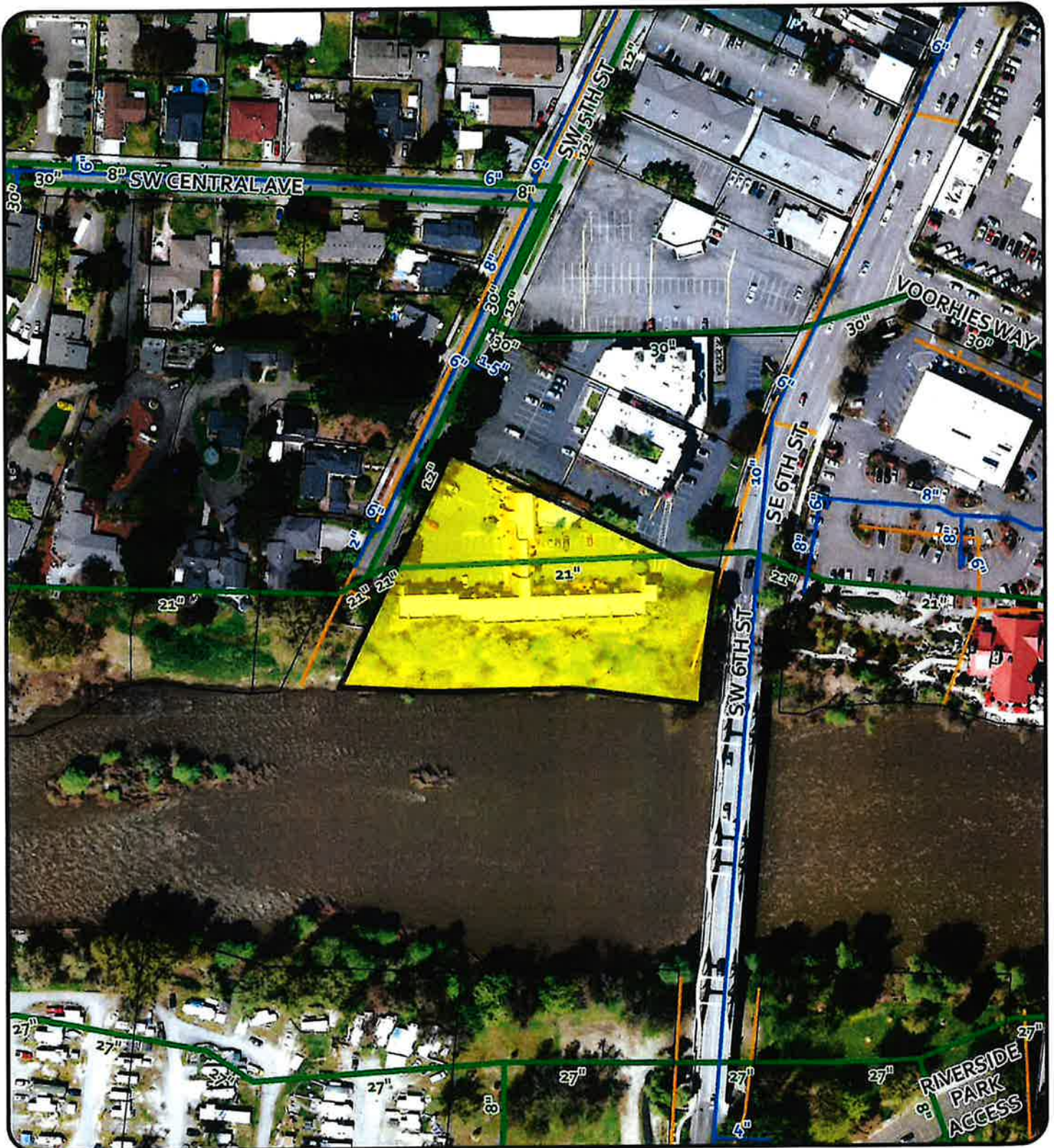
**RECEIVED**

NOV 16 2020

CITY OF GRANTS PASS

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.










**ADJACENT TO:  
986 SW 6TH ST**

0 75 150 300  
Feet

#### Legend

-  Adjacent to Parcel
-  Tax Parcels
-  Water Mains
-  Sewer Gravity Mains
-  Stormwater Mains



**CITY OF GRANTS PASS**  
Parks & Community Development Dept.  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone: (541) 450-6060  
Fax: (541) 476-9218  
Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)

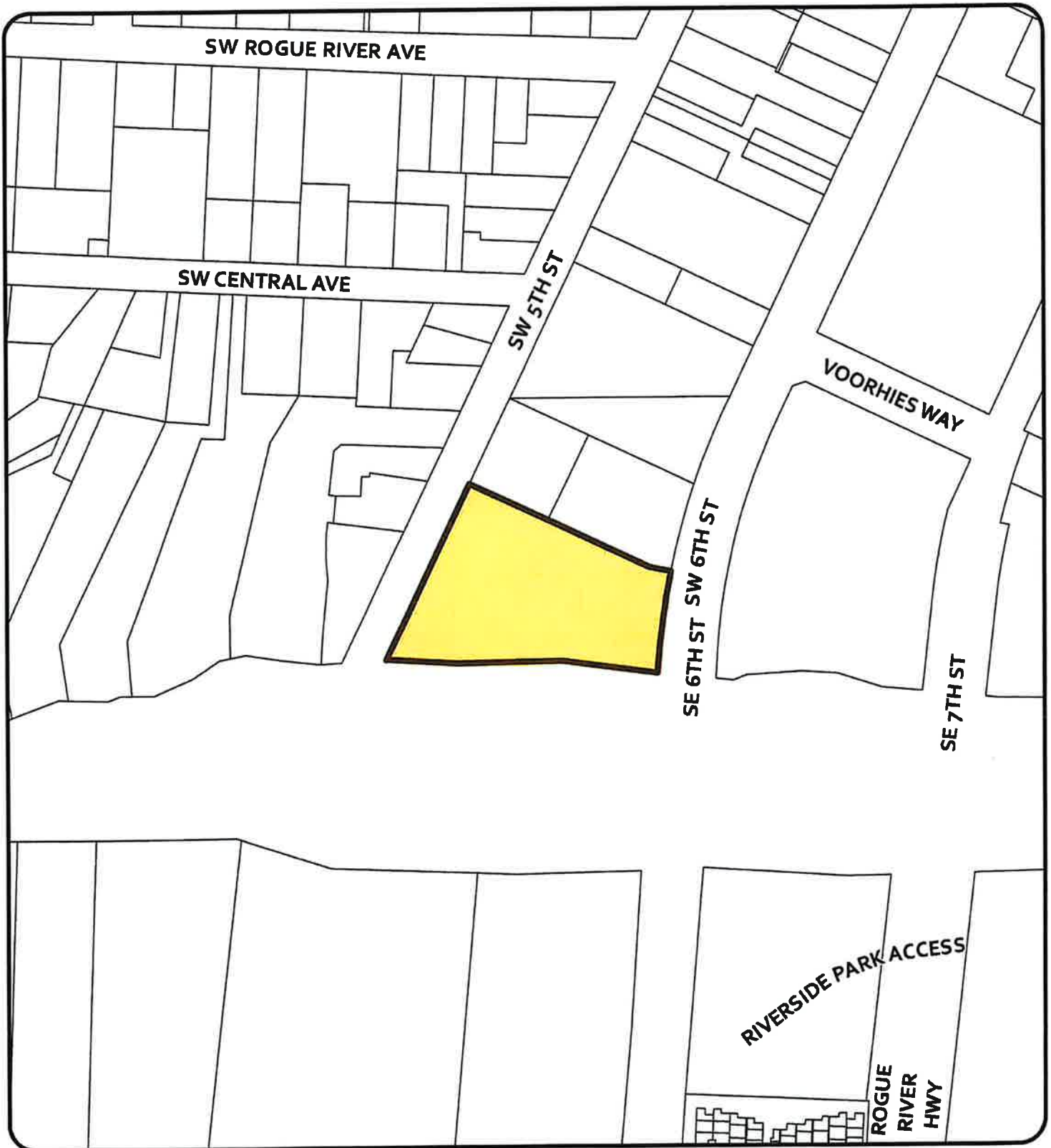


<<CNEALON • 11/30/20>>

#### EXHIBIT 3



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**ADJACENT TO:**  
**986 SW 6TH ST**

**Legend**

-  Adjacent to Parcel
-  Tax Parcels



0 100 200 400 Feet

**CITY OF GRANTS PASS**  
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<<CNEALON • 11/20/20>>

**EXHIBIT 3**

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**Historical Buildings and Sites Commission  
MEETING MINUTES  
December 10, 2021 at 4:00 PM  
Virtual meeting via MS Teams**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

Vacant

**GUESTS:**

Michelle Belcher, GP Pharmacy, joined for the Local Landmark hearing.

1. **Roll Call** – Chair Warren called the meeting to order at 4:00 pm. All present. Commissioner Holzinger left early.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of November Minutes:**

Amendments to the November minutes were as follows:

Changes to October summary add in definition for the project number: Item 5.b. that the discussion regarding project number 303-00107-20 (14K properties townhouse development at 242 SW J Street) also included concern over height, size and scale of the new buildings in comparison to the surrounding buildings' size and height.

Clarify item 5.a.: stating that the proposed new downtown plan, as presented by Jim Love, will not result in a loss of parking downtown.

**MOTION**

**Commissioner McConnell moved, and Commissioner Holzinger seconded the motion to approve the November 12, 2020 minutes as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**5. Action Items:**

- a. Text Amendment to Article 13 – Elements of Compatibility Section 13.453(4), "Colors". Discussion about historical colors and the need for more definition than what the development code currently states. The following language was voted on, with the requested edits highlighted in RED.

13.453      Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as

little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Historic Preservation Officer shall be reviewed by the Historic Buildings and Sites Commission (HBSC).

- (1) Materials. ...
- (2) Roofs. ...
- (3) Additions and/or New Construction. ...
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
  - (a) Exterior colors shall be selected from commercially available historical color palettes **representative of the geographic area and correct historic era for the building.**
  - (b) **Historic whites shall be selected over modern “bright” whites.**
  - (c) **Black shall be used as a trim color only.**
  - (d) **Neon and Day-Glo colors are not acceptable choices.**
  - (e) The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.

#### **MOTION**

**Chair Warren moved, and Commissioner Holzinger seconded the motion to approve the edits to the Text Amendment to Article 13-Elements of Compatibility Section 13.453(4), “Colors.” The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

#### **b. Findings of Fact**

Commissioners reviewed Findings of Fact for the text amendments to Articles 4, 7, and 13 from previous meeting discussions and will include the changes to the “Colors” section just voted on.

#### **MOTION**

**Commissioner Holzinger moved, and Commissioner McConnell seconded the motion to approve the Findings of Fact – CLG Articles 4, 7, & 13 Text Amendment Report #405-00122-20 and include the changes just voted on regarding “Colors”. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. “NAYS”: None. Abstain: None. Absent: None.**

**The motion passed.**

Not on agenda: Chair Warren noted that in the Findings of Fact document under the "Authority and Criteria" section, that the code in Section 4.102 needs to be updated to include the HBSC as having authority to initiate a text amendment. Director Clark made note of that change and will include it in the list of Development Code changes needed and tracked by the Planning Department.

c. Grants Pass Pharmacy Local Landmark Hearing

Michelle Belcher, current owner noted the following for the staff report: Two families have owned it. The first owners were Nan and Louis Stidham, who sold it to her parents in 1973. They have all of the historical files from both Owl Drug and National Drugs, dating back to the late 1800's. It is the only locally owned pharmacy in Grants Pass – the rest are chain stores.

d. Croxton Memorial Park Local Landmark Hearing

It was noted by Commissioner Ford (a descendant of Thomas Croxton) that a document submitted with her application had incorrect information on the location of the cemetery as being in the NW part of town, when it is actually NE. Because it is listed that way on a historical document, it will not be corrected.

e. Redwood Empire Sign Local Landmark Hearing

Chair Warren noted that the effort to preserve the sign began on 2016, rather than 2017 as stated in the staff report.

The application for the Caveman Bridge to become a Local Landmark is still in process as staff has not received a reply from the state on who can sign the application. Follow up for next meeting.

**MOTION**

**Chair Warren moved, and Commissioner Richardson seconded the motion to approve adding the Grants Pass Pharmacy, Croxton Park, and the Redwood Empire Sign to the local landmark list. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Miller. "NAYS": None. Abstain: None. Absent: Commissioner Holzinger.**

**The motion passed.**

f. Review of Strategic Goals. Discussion of goals as presented in packet.

Changes: for # 4, add "Continue to" update Local Landmarks. For #7, add Establish "a plan" for a historic museum in Grants Pass. Otherwise all are acceptable.

**6. Matters from Commission Members and Staff:**

a. Local Landmark – draft letter inviting property owners to participate. Discussion about draft presented.

Overall a positive letter. Discussion about additional overhead costs with being designated a local landmark– there is no cost to participate in the program.

Commissioner Miller expressed concern over full disclosure of the additional costs for owners who want to change appearance of exterior of their property. Hearing costs and time delays are his concerns.

Commissioner McConnell requested adding "and guidance of alterations to the exterior of the structure" in the fifth paragraph, in the first sentence.

Other edits to include explanation of review process and fees; attach copy of pertinent information from Article 13 and the Elements of Compatibility.

Discussion on who should sign the letter, and Brad (Director) and Commissioner Warren (Chair) agreed to both sign it. And have it printed on City letterhead.

Commissioner McConnell would like to get out a copy to the Wonder Bur as soon as possible. Donna will work on revising the draft based on this feedback.

- b. Welcome Center – Brad updated the HBSC saying that the project has been put on hold for now. Future modifications will come to HBSC for review, including siding and paint color.
- c. Historic District clean-up – Staff will keep HBSC updated on program as information becomes available.
- d. Cataloging of downtown murals. Brad will follow up with CoPA and get back to HBSC with information.
- e. County Courthouse Status – Chair Warren said he spoke to George Kramer about having the Courthouse building getting a “Determination of Eligibility” certificate for the National Register, which is less costly and time consuming than actually having it place on the Register. The Commissioners all agree that this is a project that needs to move forward.
- f. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.

#### **7. Future Agenda Building for Next Meeting:**

- a. FoF for Local Landmarks
- b. Conservation District Design Overlay
- c. Update on Museum Subcommittee
- d. Plaques for Local Landmarks
- e. Draft v.2 Local Landmark Invite Letter

#### **8. Adjourn: 5:45 pm**

**Next Meeting: January 14, 2021**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*



**ORDINANCE NO.**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS  
DESIGNATING REDWOOD EMPIRE SIGN, HIGHWAY 99 AT CAVE MAN BRIDGE,  
AS AN HISTORICAL LOCAL LANDMARK.**

**WHEREAS:**

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance designates the Redwood Empire Sign as an Historical Local Landmark; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied, and approval of the proposal is recommended by the Historical Buildings and Sites Commission to the City Council.

**NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:**

**Section 1.** The designation of the Redwood Empire Sign as an Historical Local Landmark is hereby adopted.

**Section 2.** This ordinance shall take effect 30 days from adoption.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021, with the following specific roll call vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

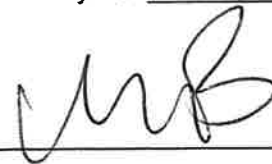
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney





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**SUBJECT AND SUMMARY:**

This ordinance amends the City Municipal Code to increase the lodging tax rate by an additional 3% for a total of 12%

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal to **ENCOURAGE ECONOMIC OPPORTUNITIES** and **ENHANCE COMMUNITY SAFETY** by collecting additional resources and allocating them to Tourism Promotion and Public Safety.

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**CALL TO ACTION SCHEDULE:**

Call to action schedule: Council's Discretion

- Option 1
    - 1<sup>st</sup> and 2<sup>nd</sup> Reading 2/17/2021
    - Full fiscal year of additional revenue
  - Option 2
    - 1<sup>st</sup> Reading 2/17/2021
    - 2<sup>nd</sup> Reading 3/1/2021 (Special meeting)
    - Full fiscal year of additional revenue
  - Option 3 – Date to be determined
    - Less than a full year of additional revenue for FY22
- 

**BACKGROUND:**

The current Lodging Tax rate is 9%. If the City increases this rate by 3% to 12%, it will bring in additional revenue that can be allocated to Tourism and other City services.

ORS 320.350 requires that 70% of the new tax must be allocated toward Tourism promotion or tourism-related facilities and no more than 30% may be allocated to other City services. In addition to this requirement, the city may not decrease the percentage of total local transient lodging tax revenues allocated to tourism promotion or tourism-related facilities.

This statute creates some level of ambiguity on a municipality's ability to alter the allocation of lodging taxes implemented prior to 2003. Interpretation of the word "total" could affect the determination of what would be an allowable reallocation of existing lodging taxes. Consider the example on the following page.

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Staff Report (continued):

<b>Current</b>								
	7.0%	2.0%	0.0%	7.0%	2.0%	0.0%	9.0%	% of Total
Tourism Promotion	30%	30%		395,150	112,900	-	508,050	30.00%
Tourism-related Facilities		70%		-	263,433	-	263,433	15.56%
<b>Total Tourism</b>	<b>30%</b>	<b>100%</b>	<b>0%</b>	<b>395,150</b>	<b>376,333</b>	<b>-</b>	<b>771,483</b>	<b>45.56%</b>
Public Safety	25%			329,292	-	-	329,292	19.44%
Parks	25%			329,292	-	-	329,292	19.44%
Economic Development	10%			131,717	-	-	131,717	7.78%
Downtown Development	10%			131,717	-	-	131,717	7.78%
<b>Total Discretionary</b>	<b>70%</b>	<b>0%</b>	<b>0%</b>	<b>922,017</b>	<b>-</b>	<b>-</b>	<b>922,017</b>	<b>54.44%</b>
	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>1,317,167</b>	<b>376,333</b>	<b>-</b>	<b>1,693,500</b>	<b>100.00%</b>

<b>Additional 3% - Reduce Tourism Facilities</b>									
	7.0%	2.0%	3.0%	7.0%	2.0%	3.0%	12.0%	% of Total	Changes
Tourism Promotion	30%	30%	70%	395,150	112,900	395,150	903,200	40.00%	395,150
Tourism-related Facilities		45%		-	169,350	-	169,350	7.50%	(94,083)
<b>Total Tourism</b>	<b>30%</b>	<b>75%</b>	<b>70%</b>	<b>395,150</b>	<b>282,250</b>	<b>395,150</b>	<b>1,072,550</b>	<b>47.50%</b>	<b>301,067</b>
Public Safety	25%	25%	30%	329,292	94,083	169,350	592,725	26.25%	263,433
Parks	25%			329,292	-	-	329,292	14.58%	-
Economic Development	10%			131,717	-	-	131,717	5.83%	-
Downtown Development	10%			131,717	-	-	131,717	5.83%	-
<b>Total Discretionary</b>	<b>70%</b>	<b>25%</b>	<b>30%</b>	<b>922,017</b>	<b>94,083</b>	<b>169,350</b>	<b>1,185,450</b>	<b>52.50%</b>	<b>263,433</b>
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>1,317,167</b>	<b>376,333</b>	<b>564,500</b>	<b>2,258,000</b>	<b>100.00%</b>	<b>564,500</b>

This example reduces the allocation of the existing 2% to tourism-related facilities from 70% to 45% and increases the allocation to Public Safety by 25% and allocates the new 3% lodging tax with the 70%/30% split as required.

If “total” is interpreted to mean the total of existing or current lodging taxes, no reductions to current allocations are allowable. This interpretation cannot be contested as there is no negative effect toward tourism promotion.

If “total” is interpreted to mean the total of all lodging taxes, this reallocation would be allowable because the total percentage of all lodging taxes increases from 45.56% to 47.50%. Because this interpretation has a negative effect on the allocation for tourism, it may be contested.

COST IMPLICATION:

None.

ALTERNATIVES:

1. Council can choose to enact the ordinance as proposed; or
2. Council can amend the ordinance; or
3. Council can choose to not enact the ordinance.

Staff Report (continued):

RECOMMENDED ACTION:

It is recommended that Council adopt the ordinance amendment as presented.

Current									
	7.0%	2.0%	0.0%	7.0%	2.0%	0.0%	9.0%	% of Total	
Tourism Promotion	30%	30%		395,150	112,900	-	508,050	30.00%	
Tourism-related Facilities		70%		-	263,433	-	263,433	15.56%	
<b>Total Tourism</b>	<b>30%</b>	<b>100%</b>	<b>0%</b>	<b>395,150</b>	<b>376,333</b>	<b>-</b>	<b>771,483</b>	<b>45.56%</b>	
Public Safety	25%			329,292	-	-	329,292	19.44%	
Parks	25%			329,292	-	-	329,292	19.44%	
Economic Development	10%			131,717	-	-	131,717	7.78%	
Downtown Development	10%			131,717	-	-	131,717	7.78%	
<b>Total Discretionary</b>	<b>70%</b>	<b>0%</b>	<b>0%</b>	<b>922,017</b>	<b>-</b>	<b>-</b>	<b>922,017</b>	<b>54.44%</b>	
	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>1,317,167</b>	<b>376,333</b>	<b>-</b>	<b>1,693,500</b>	<b>100.00%</b>	

Additional 3% - 70% to Tourism Promotion - No Reallocation									
	7.0%	2.0%	3.0%	7.0%	2.0%	3.0%	12.0%	% of Total	Changes
Tourism Promotion	30%	30%	70%	395,150	112,900	395,150	903,200	40.00%	395,150
Tourism-related Facilities		70%		-	263,433	-	263,433	11.67%	-
<b>Total Tourism</b>	<b>30%</b>	<b>100%</b>	<b>70%</b>	<b>395,150</b>	<b>376,333</b>	<b>395,150</b>	<b>1,166,633</b>	<b>51.67%</b>	<b>395,150</b>
Public Safety	25%		30%	329,292	-	169,350	498,642	22.08%	169,350
Parks	25%			329,292	-	-	329,292	14.58%	-
Economic Development	10%			131,717	-	-	131,717	5.83%	-
Downtown Development	10%			131,717	-	-	131,717	5.83%	-
<b>Total Discretionary</b>	<b>70%</b>	<b>0%</b>	<b>30%</b>	<b>922,017</b>	<b>-</b>	<b>169,350</b>	<b>1,091,367</b>	<b>48.33%</b>	<b>169,350</b>
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>1,317,167</b>	<b>376,333</b>	<b>564,500</b>	<b>2,258,000</b>	<b>100.00%</b>	<b>564,500</b>

POTENTIAL MOTION:

I move to adopt the ordinance implementing an additional 3% Lodging Tax and establishing the distribution of net proceeds and have it read by title only, first reading.

I move to adopt the ordinance implementing an additional 3% Lodging Tax and establishing the distribution of net proceeds and have it read by title only, second reading.

**ORDINANCE NO.**

**AN ORDINANCE FOR THE CITY OF GRANTS PASS REVISING CHAPTER 4.05 OF THE MUNICIPAL CODE RELATING TO LODGING TAX.**

**WHEREAS:**

1. The City Council has taken action to increase the Lodging Tax rate by 3%, for a total of 12%, commencing April 1, 2021; and
2. The City Council desires to distribute the new increment of revenues to be received from the additional 3% Lodging Tax.

**NOW, THEREFORE, THE CITY OF GRANTS PASS ORDAINS AS FOLLOWS:**

**Section 1.** The Language in Chapter 4.05 is hereby deleted in its entirety and replaced with the language as set forth in Exhibit "A", which is attached to and incorporated herein.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

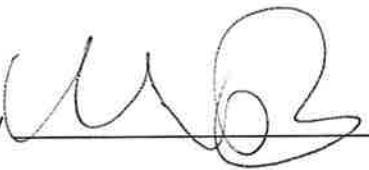
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney





# City of Grants Pass Municipal Code

## EXHIBIT 'A'

### NOTE: CHANGES APPEAR IN BOLD

#### Chapter 4.05

#### LODGING TAX

##### Sections:

4.05.010	Definitions
<b>4.05.020</b>	<b>Lodging Tax Imposed</b>
4.05.030	Rules for Collection of Lodging Tax by Lodging Tax Collector
4.05.040	Lodging Tax Collector's Duties
4.05.050	Exemptions
4.05.060	Lodging Facility's Registration Form
4.05.070	Certificate of Authority
4.05.080	Collections, Returns and Payments
4.05.090	Delinquency Penalties
4.05.100	Deficiency Determinations
4.05.110	Redemption Petition
4.05.120	Fraud--Refusal to Collect--Evasion
4.05.130	Notice of Determinations
4.05.140	Lodging Tax Collector Delay
4.05.150	Re-determinations
4.05.160	Security for Collection of Lodging Tax
4.05.170	Liens
4.05.180	Refunds by City to Lodging Tax Collector
4.05.190	Refunds by City to Occupant
4.05.200	Refunds by Lodging Tax Collector to Tenant
4.05.210	Records Required from Lodging Tax Collectors
4.05.220	Examination of Records
4.05.230	Confidentiality
<b>4.05.240</b>	<b>Disposition and Use of Lodging Tax Funds</b>
4.05.250	Appeals to Council
4.05.260	Violations

## City of Grants Pass Municipal Code

### 4.05.010 Definitions

(Ord. 17-5722, 2017; Ord. 19-5763, 2019)

For purposes of this chapter, the following mean:

- A. "Accrual accounting" means a system of accounting in which the Lodging Tax Collector enters the rent due from an occupant on his records when the rent is earned, whether or not it is paid.
- B. "Cash accounting" means a system of accounting in which the Lodging Tax Collector does not enter the rent due from an occupant on the records until rent is paid.
- C. "City" means the City of Grants Pass, Oregon.
- D. "Tax Administrator" means the City Manager or the City Manager's delegate in charge of the enforcement of the Lodging Tax.
- E. "Lodging facility" means any structure, or any portion of any structure, which is occupied or intended or designed for short-term occupancy for dwelling, lodging or sleeping purposes and includes any hotel, motel, inn, condominium, house, cabin, apartment, public or private dormitory, fraternity, sorority, public or private club, space in a mobile home or trailer park, tent camping locations, or similar structures or spaces or portions thereof so occupied; provided such occupancy is for 27 consecutive days or less.
- F. "Occupancy" means the use or possession, or the right to use or possess, a lodging facility.
- G. "Lodging Tax Collector" means the person who is engaged in the activity of providing or facilitating lodging and includes:
  - 1. Lodging provider- a person that furnishes lodging and
  - 2. Lodging intermediary- a person other than a lodging provider that facilitates the retail sale of lodging and charges for occupancy of the lodging and:
    - (a) charges for occupancy of the lodging; or
    - (b) collects the consideration charged for occupancy of the lodging; or
    - (c) receives a fee or commission and requires the lodging provider to use a specified third-party entity to collect the consideration charged for occupancy of the lodging.
- H. "Person" means an individual, firm, partnership, joint venture, association,

## City of Grants Pass Municipal Code

social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

- I. "Rent" means the consideration charged, whether or not received by the tax collector, for the occupancy of space in a lodging valued in money, goods, labor, credits, property, or other consideration valued in money, without any deduction.
- J. "Lodging Tax" means the tax assessed by the City of Grants Pass on occupants in lodging facilities whether the tax is payable by the occupant or referring to the aggregate amount of taxes due from an Lodging Tax Collector during the period for which required to report collections.
- K. "Tenant" means an individual who occupies or is entitled to occupy space in a lodging facility for a period of twenty-eight consecutive days or more, counting portions of days as full days.
- L. "Occupant" means an individual who occupies or is entitled to occupy space in a lodging facility for a period of twenty-seven consecutive days or less, counting portions of days as full days. The day an occupant checks out of the lodging facility shall not be included in determining the twenty-seven-day period if the occupant is not charged rent for that day by the Lodging Tax Collector. An individual occupying space in a lodging facility shall be considered an occupant until the period of twenty-seven days has expired unless there is an agreement in writing between the Lodging Tax Collector and the occupant providing for a longer period of occupancy or the occupant actually extends occupancy more than twenty-seven consecutive days triggering tenant status. A person who pays for lodging on a monthly basis, irrespective of the number of days in the month, shall not be considered an occupant. (Ord. 4412 §1, 1981)

### 4.05.020 Tax Imposed

For the privilege of occupancy in a lodging facility in the City each occupant shall pay a lodging tax in the amount of **twelve percent** of the retail rent charged by the lodging tax collector. The lodging tax constitutes a debt owed by the occupant to the City, which is extinguished only by payment to the Lodging Tax Collector of the lodging facility at the time the rent is paid. The Lodging Tax Collector shall enter the lodging tax on its records when rent is collected (if the Lodging Tax Collector keeps his records on the accrual accounting basis). If rent is paid in installments, a proportionate share of the lodging tax shall be paid by the occupant to the Lodging Tax Collector with each installment. In all cases, the rent paid or charged for occupancy shall exclude the sale of any goods, services or commodities. (Ord. 4412 §2, 1981; Ord. 4548 §1, 1985; Ord. 4798 §1, 1994; Ord. 5033 §1, 2000, 17-5722, 2017)

## City of Grants Pass Municipal Code

### 4.05.030 Rules for Collection of Tax by Operator

(Ord. 17-5722, 2017)

- A. Every Lodging Tax Collector renting rooms or space for lodging or sleeping purposes, whether publicly or privately owned, the occupancy of which is not exempted under the terms of this Chapter, shall collect a lodging tax from the occupant. The lodging tax collected or accrued by the Lodging Tax Collector constitutes a debt owed by the Lodging Tax Collector to the City.
- B. In cases of credit or deferred payment of rent, the payment of lodging tax to the Lodging Tax Collector may be deferred until the rent is paid, and the Lodging Tax Collector shall not be liable for the lodging tax until credits are paid or deferred payments are made. When a Lodging Tax Collector utilizes the accrual basis of accounting, adjustments may be made for uncollectible accounts.
- C. The Tax Administrator shall enforce this chapter and may adopt rules and regulations necessary to aid in the enforcement.  
(Ord. 4412 §3, 1981)

### 4.05.040 Lodging Tax Collector's Duties

A Lodging Tax Collector shall collect the lodging tax when the rent is collected from the occupant. The tax shall be collected by the lodging [tax collector that receives] provider or lodging intermediary that collects the consideration charged for occupancy of the lodging, or a lodging intermediary described in 4.05.010(G)(2), as applicable. The amount of lodging tax shall be separately stated on the Lodging Tax Collector's records and on the receipt given by the Lodging Tax Collector. A Lodging Tax Collector shall not advertise that the lodging tax or any part of it will be assumed or absorbed by the Lodging Tax Collector, or that it will not be added to the rent, or that, when added, a part will be refunded, except in the manner provided by this Chapter. (Ord. 4412 §4, 1981, Ord. 17-5722, 2017; Ord. 16-5763, 2019)

### 4.05.050 Exemptions

(Ord. 17-5722, 2017)

This lodging tax shall not be imposed upon:

- A. A tenant, or any occupant for 28 or more consecutive calendar days (a person who pays for lodging on a monthly basis, irrespective of the number of days in such month, shall not be deemed an occupant for purposes of the lodging tax) where the rent is paid by the same person throughout the consecutive period, and all dwelling units occupied are within the same facility.

## City of Grants Pass Municipal Code

- B. A person who rents a portion of a private home on a monthly basis from an owner who personally resides in such private home. (Ord. 4412 §5, 1981)
- C. Any occupant whose dwelling unit is in a hospital, health care facility, long-term care facility or any other residential facility that is licensed, registered, or certified by the Department of Human Services or Oregon Health Authority.
- D. Any occupant in a facility providing treatment for drug or alcohol abuse or providing mental health treatment.
- E. Any occupant who is a federal employee or an employee of a federal instrumentality (i.e., Red Cross) on official business and show proof of such by providing the official federal exemption certificate or an official travel authorization voucher to the lodging facility. Presentation of federal identification without one of these documents will be not sufficient to authorize an exemption. State and local government employees on official business must continue to pay the Lodging Tax.
- F. Persons with diplomatic immunity.

No exemption shall be granted except upon a claim therefor made at the time rent is collected, and under penalty of perjury, upon a form presented by the tax administrator.

### 4.05.060 Lodging Tax Collector's Registration Form

(Ord. 17-5722, 2017)

- A. A Lodging Tax Collector, for each lodging facility in the City, shall register with the Tax Administrator on a form provided by the Tax Administrator within fifteen days after beginning business, or within thirty calendar days after the passage of the ordinance codified in this chapter. The privilege of registration after the date of imposition of such tax shall not relieve any person from the obligation of payment or collection of tax, regardless of registration.
- B. Registration shall set forth the name under which a lodging tax collector transacts or intends to transact business, the location of her or his place or places of business, and such other information to facilitate the collection of the tax as the tax administrator may require. The registration shall be signed by the lodging tax collector.
- C. Failure to register does not relieve the Lodging Tax Collector from collecting the lodging tax nor a person from paying the lodging tax. (Ord. 4412 §6, 1981)

### 4.05.070 Certificate of Authority

(Ord. 17-5722, 2017)

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## City of Grants Pass Municipal Code

- A. Within thirty days after registering, the Tax Administrator shall issue a certificate of authority to the registrant.
- B. Certificates are non-assignable and nontransferable and shall be surrendered immediately to the Tax Administrator upon the cessation of business at the location named or upon its sale or transfer.
- C. Each certificate shall state the place of business to which it applies and shall be prominently displayed.
- D. The certificate shall state:
  - 1. The name of the lodging facility;
  - 2. The address of the lodging facility;
  - 3. The date when the certificate was issued; and
  - 4. "This Lodging Tax Collector Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Lodging Tax Ordinance of the City of Grants Pass by registration with the Tax Administrator for the purpose of collecting from occupants the lodging tax imposed by the City of Grants Pass and remitting the lodging tax to the Tax Administrator. This certificate does not authorize any person to conduct any lawful business in an unlawful manner, or to operate a lodging facility without strictly complying with all local applicable laws, including but not limited to those requiring a permit from any board, commission, department or office of the City. This certificate does not constitute a permit." (Ord. 4412 §7, 1981)

### 4.05.080 Due Date, Collections, Returns and Payments (Ord. 17-5722, 2017; (Ord. 16-5763, 2019)

- A. The tax imposed by this Chapter shall be paid by the occupant to the lodging tax collector at the time that rent is paid. All amounts of such taxes collected by any lodging tax collector are due and payable to the tax administrator on a quarterly basis on the last day of the month following the end of the calendar quarter. The lodging provider or lodging intermediary that collects the consideration charged for occupancy of lodging is responsible for collecting any lodging tax and shall file a return of the tax with the tax administrator, reporting the amount of tax due during the reporting period to which the return relates.
  - B. On or before the last day of the month following each quarter, a return for
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## City of Grants Pass Municipal Code

the preceding quarter's tax collections shall be filed with the tax administrator. The return shall be filed in such form as the tax administrator may prescribe by every lodging tax collector liable for payment of tax.

- C. Returns shall show the amount of tax collected or otherwise due for the related period. The tax administrator may require returns to show the total rentals upon which tax was collected or otherwise due, gross receipts of lodging tax collector for such period and an explanation in detail of any discrepancy between such amounts, and the amount of rents exempt, if any.
- D. The person required to file the return shall deliver the return, together with the remittance of the amount of the tax due, to the tax administrator at her or his office, either by personal delivery or by mail. If the return is mailed, the postmark shall be considered the date of delivery for determining delinquencies.
- E. For good cause, the tax administrator may extend for not to exceed one month the time for making any return or payment of tax. No further extension shall be granted, except by the City Manager. Any lodging tax collector to whom an extension is granted shall pay interest at the rate of 1 percent per month on the amount of tax due without proration for a fraction of a month. If a return is not filed, and the tax and interest due is not paid by the end of the extension granted, then the interest shall become a part of the tax for computation of penalties described elsewhere in this Chapter.
- F. The tax administrator, if she or he deems it necessary in order to insure payment or facilitate collection by the City of the amount of taxes in any individual case, may require returns and payment of the amount of taxes for other than quarterly periods.

Accept as provided in this Section (4.05.080-G), lodging tax collectors for camping and recreational vehicles spaces may hold the tax collected until the amount of the money held equals or exceeds \$100. Once the amount held by the lodging tax collector equals or exceeds \$100, or by December 31<sup>st</sup> of each year if the \$100 threshold is not met, the lodging tax collector shall remit the tax collected at the next calendar quarter end. No penalty or interest will be assessed against a lodging tax collector that withholds payments pursuant to this Section (4.05.080-G).

### 4.05.090 Delinquency Penalties

- A. The lodging tax is delinquent on the first working day of the month following each quarterly payment due date.
  - B. *Original delinquency.* Any Lodging Tax Collector who has not been
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## City of Grants Pass Municipal Code

granted an extension of time for remittance of lodging tax due and who fails to remit the lodging tax prior to delinquency shall pay a penalty of 10% of the lodging tax due in addition to the lodging tax.

- C. *Continued delinquency.* Any Lodging Tax Collector whose remittance is delinquent, and who fails to secure an extension, shall pay, commencing 1 month after the remittance became delinquent, a second delinquency penalty of 15% of the lodging tax due, the amount of the lodging tax and the 10% penalty first imposed.
- D. *Fraud.* If the Tax Administrator determines that the non-payment of a remittance is due to fraud or intent to evade the lodging tax, a penalty of 25% of the lodging tax shall be added in addition to the penalties stated in Subsections B and C.
- E. *Interest.* In addition to the penalties imposed by this section, Lodging Tax Collector who fails to remit the required lodging tax shall pay interest at the rate of 1% per month, without proration for portions of a month, on the lodging tax due, exclusive of penalties, from the date on which the lodging tax first became delinquent until paid.
- F. *Penalty merged with tax.* Each penalty imposed and the interest accrued under the provisions of this section shall be merged with and become a part of the lodging tax required to be paid.
- G. *Petition for waiver.* A Lodging Tax Collector who fails to remit the lodging tax within the required time may petition the Council for waiver and refund of the penalty or any portion of it. The Council may, if good cause is shown, direct a refund of the penalty or a portion of it. (Ord. 4412 §9, 1981)

### 4.05.100 Deficiency Determinations

(Ord. 17-5722, 2017)

If the tax administrator determines that the returns are incorrect, she or he may compute and determine the amount required to be paid upon the basis of the facts contained in the return or returns, or upon the basis of any information within her or his possession or that may come into her or his possession. One or more deficiency determinations may be made of the amount due for one, or more than one period; and the amount so determined shall be due and payable immediately upon service of notice, as provided in this Chapter; after which, the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in Section 4.05.090.

- A. In making a determination, the Tax Administrator may offset overpayments, which may have been previously made against a deficiency for a subsequent period, or against penalties and interest on the deficiency. The interest on the deficiency shall be computed as

## City of Grants Pass Municipal Code

provided in Section 4.05.090. (Ord. 4412 §10, 1981)

- B. The tax administrator shall give to the lodging tax collector a written notice of her or his determination. The notice may be served personally or by mail; if by mail, the notice shall be addressed to the lodging tax collector at her or his address as it appears in the records of the tax administrator. In case of service by mail of any notice required by this Chapter, the service is complete at the time of deposit in the United States Post Office.
- C. Except in the case of fraud, intent to evade the provisions of this Chapter or authorized rules and regulations, every deficiency determination shall be made and notice thereof mailed within three years after the last day of the month following the close of the monthly period for which the amount is proposed to be determined, or within three years after the return is filed, whichever period expires the later.

### 4.05.110 Redemption Petition

A determination becomes payable immediately upon receipt of notice and becomes final within ten days after the Tax Administrator has given notice. However, the Lodging Tax Collector may petition for redemption and refund if the petition is filed before the determination becomes final. (Ord. 4412 §11, 1981, Ord. 17-5722, 2017)

### 4.05.120 Fraud-Refusal to Collect-Evasion (Ord. 17-5722, 2017)

If any lodging tax collector shall fail or refuse to collect said tax or to make, within the time provided in this Chapter, any report and remittance of said tax or any portion of the tax required by this Chapter, or makes a fraudulent return or otherwise willfully attempts to evade the provisions of this Chapter, the tax administrator shall proceed in such manner as she or he may deem best to obtain facts and information on which to base an estimate of the tax due.

- B. The determination and notice shall be made and mailed within three years after discovery by the Tax Administrator of fraud, intent to evade, or failure or refusal to collect the lodging tax, or failure to file a return. The determination becomes payable immediately upon receipt of notice and becomes final within ten days after the Tax Administrator has given notice.
- C. The Lodging Tax Collector may petition for redemption and refund if the petition is filed before the determination becomes final. (Ord. 4412 §12, 1981)

### 4.05.130 Notice of Determinations (Ord. 17-5722, 2017)

- A. The Tax Administrator shall give the Lodging Tax Collector a written notice
-

## City of Grants Pass Municipal Code

of the determination. If the notice is mailed, the notice shall be addressed to the Lodging Tax Collector at the address that appears on the records of the Tax Administrator. In case of service by mail, the service is complete when it is deposited in a mail receptacle.

- B. Except in the case of fraud or intent to evade the lodging tax, a deficiency determination shall be made and notice mailed within three years after the last day of the month following the close of the quarterly period for which the amount is proposed to be determined or within three years after the return is filed, whichever is later. (Ord. 4412 §13, 1981)

### 4.05.140 Lodging Tax Collector Delay

If the Tax Administrator believes that the collection of a lodging tax will be jeopardized by delay, or if a determination will be jeopardized by delay, he shall determine the lodging tax required to be collected, noting the fact upon the determination. The determined amount is payable immediately after service of notice. However, after the payment has been made, the Lodging Tax Collector may petition for redemption and refund of the determination, if the petition is filed within ten days from the date of service of notice by the Tax Administrator. (Ord. 4412 §14, 1981, Ord. 17-5722, 2017)

### 4.05.150 Redeterminations (Ord. 17-5722, 2017 )

- A. A Lodging Tax Collector against whom a determination is made under Section 4.05.100, or any person directly interested, may petition for a redetermination, redemption and refund within the time required in Section 4.05.140. If a petition for redetermination and refund is not filed within the time required, the determination is final at the expiration of the allowable time.
- B. If a petition for redetermination and refund is filed within the allowable period, the Tax Administrator shall reconsider the determination and, if the Lodging Tax Collector has requested in his petition, shall grant the Lodging Tax Collector an oral hearing and give him seven days' notice of the time and place of the hearing. The Tax Administrator may continue the hearing if necessary.
- C. The Tax Administrator may change the amount of the determination as a result of the hearing. If an increase is determined, the increase is payable immediately after the hearing.
- D. The decision of the Tax Administrator on a petition for redetermination becomes final ten days after service upon the petitioner of notice unless appeal of the decision is filed with the Council within ten days after service of the notice.

## City of Grants Pass Municipal Code

- E. A petition for redetermination or an appeal is not effective unless the Lodging Tax Collector has first complied with the payment provisions.  
(Ord. 4412 §15, 1981)

### 4.05.160 Security for Collection of Lodging Tax (Ord. 17-5722, 2017)

- A. The tax administrator, whenever she or he deems it necessary to insure compliance herewith, may require any lodging tax collector subject thereto to deposit with her or him such security in the form of cash, bond, or other security as the tax administrator may determine. The amount of the security shall be fixed by the tax administrator but shall not be greater than twice the lodging tax collector's estimated average quarterly liability for the period for which she or he files returns, determined in such manner as the tax administrator deems proper, or \$50,000, whichever amount is the lesser. The amount of the security may be increased or decreased by the tax administrator, subject to the limitations provided in this Chapter.
- B. Within three years after the lodging tax becomes payable, or within three years after a determination becomes final, the Tax Administrator may bring an action in the courts of this state, or any other state, or of the United States, in the name of the City to collect the amount delinquent, together with penalties and interest. (Ord. 4412 §16, 1981)

### 4.05.170 Liens (Ord. 17-5722, 2017)

- A. The lodging tax, interest, penalty, and advertising costs which may be incurred when the lodging tax becomes delinquent shall be and until paid remain a lien from the date of its docketing with the City Manager of the City against all real property occupied by the lodging facility as well as any tangible personal property used in the lodging facility. This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed and the property sold as may be necessary to discharge the lien in the manner specified by ORS 223.505 through 223.595.
- B. The tax imposed by this Chapter, together with the interest and penalties provided in this Chapter, shall be and until paid remain a lien from the date of its docketing with the City Manager of the City against all property of the lodging tax collector intermediary as authorized by local, state or federal law. This lien shall have priority over all other liens and encumbrances of any character. The lien may be foreclosed on as provided by local, state or federal law.
- C. Notice of the lien shall be issued by the Tax Administrator when the Lodging Tax Collector has defaulted in the payment of the lodging tax,

## City of Grants Pass Municipal Code

interest, and penalty. A copy of the notice shall be sent by certified mail to the Lodging Tax Collector.

- D. The personal property subject to the lien may be sold at public auction after notice of such sale is published two times in a newspaper of general circulation within the City. Such notices shall be published not less than seven days apart with the first notice being published not more than twenty-five days before the date of the auction and the last notice published not less than seven days before the auction.
- E. A lien for the lodging tax, interest and penalty shall be released by the Tax Administrator when the full amount has been paid to the City. The Lodging Tax Collector or person making the payment shall receive a receipt stating that the full amount of the lodging tax, interest and penalty has been paid, that the lien is released and that the record of the lien is satisfied. (Ord. 4412 §17, 1981)

### 4.05.180 Refunds by City to Operator

When the lodging tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the Tax Administrator, it may be refunded, provided that within three years from the date of payment, a written verified claim is filed stating the specific reason upon which the claim is founded. The claim shall be written on forms provided by the Tax Administrator. If the claim is approved, the excess amount may be refunded or may be credited on an amount then payable from the Lodging Tax Collector from whom it was collected and the balance refunded to the Lodging Tax Collector, her or his administrators, executors, or assignees. (Ord. 4412 §18, 1981, Ord. 17-5722, 2017)

### 4.05.190 Refunds by City to Occupant

If the lodging tax has been collected by the Lodging Tax Collector and deposited with the Tax Administrator, and it is later determined that the lodging tax was erroneously or illegally collected or received by the Tax Administrator, it may be refunded to the occupant, provided that within three years from the date of payment a written verified claim stating the specific reason on which the claim is founded is filed with the Tax Administrator. (Ord. 4412 §19, 1981, Ord. 17-5722, 2017)

### 4.05.200 Refunds by Lodging Tax Collector to Tenant

If the lodging tax has been collected by the Lodging Tax Collector and it is later determined that the occupant occupies the lodging facility for a period exceeding twenty-seven days without interruption, and thereby becomes a tenant, the Lodging Tax Collector shall refund to the tenant the lodging tax previously collected. The Lodging Tax Collector shall account for the collection and refund to the Tax Administrator. If the Lodging Tax Collector has remitted the lodging tax prior to refund or credit to the tenant,



## City of Grants Pass Municipal Code

he shall be entitled to a corresponding refund. (Ord. 4412 §20, 1981, Ord. 17-5722, 2017)

### 4.05.210 Records Required from Operators

Every Lodging Tax Collector shall keep guest records, accounting books, records of the room sales and copies of federal exemption travel vouchers/certificates for a period of three years and six months after they come into being. (Ord. 4412 §21, 1981, Ord. 17-5722, 2017)

### 4.05.220 Examination of Records

The Tax Administrator may examine during normal business hours the books, papers and accounting records relating to room sales of a Lodging Tax Collector, after notification to the Lodging Tax Collector. The Tax Administrator may investigate the business of the Lodging Tax Collector in order to verify the accuracy of a return made or, if no return is made by the Lodging Tax Collector, to determine the amount required to be paid. The Tax Administrator may contract with an independent external auditor to examine the records required to be maintained by lodging tax collectors. (Ord. 4412 §22, 1981, Ord. 17-5722, 2017)

### 4.05.230 Confidentiality

(Ord. 17-5722, 2017)

The Tax Administrator or a person having an administrative or clerical duty under the provisions of this chapter shall not make known in any manner the business affairs, operations or information obtained by an investigation of records and equipment of a person required to file a return, or pay a lodging tax, or a person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, or expenditures contained in a statement or application, or to permit a statement or application, or a copy of either, or a book containing an abstract or particulars to be seen or examined by any person. However, nothing in this section shall be construed to prevent:

- A. The disclosure to, or the examination of records and equipment by, a City official, employee or agent for collection of lodging taxes for the sole purpose of administering or enforcing the provisions or collecting the lodging taxes imposed by this chapter.
- B. The disclosure, after filing a written request, to the taxpayer, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, of information as to any paid lodging tax, unpaid lodging tax or amount of lodging tax required to be collected, or interest and penalties. However, the City Attorney shall approve each disclosure, and the Tax Administrator may refuse to make a disclosure referred to in this subsection when in the Tax Administrator opinion the public interest would suffer.

## City of Grants Pass Municipal Code

- C. The disclosure of the names and addresses of persons making returns.
- D. The disclosure of general statistics regarding lodging taxes collected or business done in the City. (Ord. 4412 §23, 1981)

### 4.05.240 Disposition and Use of Lodging Tax Fund

All revenues received from the lodging tax shall be deposited into the Lodging Tax Fund. (Ord. 4412 §24, 1981; Ord. 4553 §1, 1985; Ord. 5033 §1, 2000; Ord. 5052 §1, 2001, Ord. 17-5722, 2017)

The Lodging Tax rate of **12%** shall be distributed as follows:

- A. **Of the 7% of the 12% (58.3%) of Lodging Tax receipts**, 30% shall be subsequently transferred from the Lodging Tax Fund to the City General Fund for the Tourism program. The remaining 70% of the first 58.33% shall be transferred from the Lodging Tax Fund to the City General Fund as follows: 25% to Public Safety, 25% to Parks Maintenance, 10% to Economic Development, and 10% to Downtown Development. (Ord. 4412 §24, 1981; Ord. 4553 §1, 1985; Ord. 5033 §1, 2000; Ord. 5052 §1, 2001)
- B. **Of the 2% of the 12% (16.7%) of Lodging Tax receipts**, 30% shall be subsequently transferred to the Tourism program and 70% shall be transferred to the Lands and Building fund for the acquisition and development of park property or other tourism-related facilities. (Ord. 4412 §24, 1981; Ord. 4553 §1, 1985; Ord. 5033 §1, 2000; Ord. 5052 §1, 2001; Ord 16-5669 § 2016)
- C. **Of the 3% of the 12% (25%) of Lodging Tax Receipts**, 70% shall be subsequently transferred to the Tourism program and 30% shall be transferred to Public Safety.

Tax Rates		7.0%	2.0%	3.0%	12.00%
<b>Allocations</b>					
Tourism Promotion	30%	30%	70%	40.00%	
Land & Buildings Capital Fund for Parks Acquisition and Development or other Tourism-related Facilities		70%		11.67%	
<b>Total Tourism</b>	30%	100%	70%	51.67%	
Public Safety	25%		30%	22.08%	
Parks Maintenance	25%			14.58%	
Economic Development	10%			5.83%	
Downtown Development	10%			5.83%	
<b>Total City Services</b>	70%	0%	30%	48.33%	
<b>Total Percentage of Allocation</b>	100%	100%	100%	100.00%	

## City of Grants Pass Municipal Code

### 4.05.250 Appeals to Council

Any person aggrieved by any deficiency determination of the Tax Administrator may appeal to Council of the City by filing a notice of appeal with the Tax Administrator within 10 days of receiving the notice of the deficiency from the Tax Administrator. The tax administrator shall transmit said notice of appeal, together with the file of said appealed matter, to Council, who shall fix a time and place for hearing such appeal from the determination of the Tax Administrator. Council shall give the appellant not less than 10 days' written notice of the time and place of hearing of said appealed matter. Action by Council on appeals shall be decided by a majority of the members of Council present at the meeting where such appeal is considered. (Ord. 17-5722, 2017)

### 4.05.260 Violations

It is unlawful for any lodging tax collector or other person so required to fail or refuse to register as required by this Chapter, or to furnish any return required to be made, or fail or refuse to furnish a supplemental return or other data required by the tax administrator, or to render a false or fraudulent return. No person required to make, render, sign or verify any report shall make any false or fraudulent report, with intent to defeat or evade the determination of any amount due required by this Chapter. (Ord. 17-5722, 2017)



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**SUBJECT AND SUMMARY:**

This resolution creates the position of Housing and Neighborhood Specialist and amends the Classification Plan.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** by restructuring our organization to improve our ability to encourage and provide for the development of affordable housing for all levels of income in the community to better meet the needs and expectations of our citizens.

---

**BACKGROUND:**

The City of Grants Pass continues to be classified among the most rent-burdened cities in Oregon. A severely rent burdened city has at least 25% of the renter households that spend more than 50% of the household income on gross rent for housing. The 2020 Oregon Housing and Community Services survey on rent-burden reports 31.5% of Grants Pass renters to be severely rent-burdened. There is a significant shortage in both rental and ownership housing affordable to city residents who earn a median wage or below. Establishing a full-time staff person dedicated to working with the development community, lenders, community members in need of housing, and others, will help the City be more effective and responsive in addressing this need.

The 2020 City Strategic Plan included two 3-star action items that are housing-related (develop Housing Action Plan and develop housing incentives for multi-family units). The 2021 City Strategic Plan includes implementation of the Housing Action Plan and additional goals related to affordable housing. The actions identified in the Strategic Plan will require a housing specialist for effective execution. In addition, the Housing Advisory Committee (HAC) has included a housing-focused staff position as their top recommendation during Strategic Plan goal setting for the last three years.

Grants Pass is considered a "large" Oregon municipality (25,000+ population) and is required to comply with several State housing statutes and rules (e.g. HB 2001 and HB 4006), including holding an annual rent-burden forum and amending our Development Code to meet middle housing requirements. Additionally, the City is in the process of creating an Affordable Housing SDC Grant Program and a dedicated housing professional would serve as a resource to promote and manage this program. City Council also recently adopted the 2020-2024 Consolidated Plan (CDBG) with goals 1 through 8 of this plan directly relating to housing and homelessness.

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ITEM: 4.a. RESOLUTION CREATING A POSITION OF HOUSING AND  
NEIGHBORHOOD SPECIALIST AND AMENDING THE  
CLASSIFICATION PLAN.

Staff Report (continued):

Several cities in Oregon with populations larger and smaller than Grants Pass have staff dedicated to housing-related planning and development.

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COST IMPLICATION:

Revenue Source: Community Development Department personnel budget.

The department currently has a Senior Planner position that is budgeted and unfilled. The Senior Planner would remain unfilled and the salary budgeted for that position would be allocated to the Housing and Neighborhood Specialist position. The Housing and Neighborhood Specialist position would be placed at range UC7 of the Non-Bargaining salary range.

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ALTERNATIVES:

1. Council can choose to approve the creation of the position of Housing and Neighborhood Specialist; or
  2. Council can choose to not approve creation of the new position.
- 

RECOMMENDED ACTION:

Staff recommends the Council approve the creation of the Housing and Neighborhood Specialist position.

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POTENTIAL MOTION:

I move to create the position of Housing and Neighborhood Specialist and amend the Classification Plan.



**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
CREATING THE POSITION OF HOUSING AND NEIGHBORHOOD SPECIALIST  
AND AMENDING THE CLASSIFICATION PLAN.**

**WHEREAS:**

1. The City of Grants Pass has a Classification Plan defining duties, responsibilities and knowledge of a person holding that position; and
2. The evaluation of job descriptions, the scope of duties, responsibilities and defined experience and education for each is prompted by many situations, including community growth and the scope of work required in our departments; and
3. Affordable housing is an area of concern and challenge for the City and a dedicated position will support Council's goal of developing proactive solutions to community development challenges; and
4. The creation of the Housing and Neighborhood Specialist will positively impact our organization.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to amend the Classification Plan and create the position of Housing and Neighborhood Specialist, consistent with attachment Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February, 2021.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of February 2021, to be effective on the date indicated as adopted by the City Council.

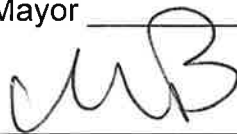
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_





**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**HOUSING AND NEIGHBORHOOD  
SPECIALIST**

**FLSA Status:** Exempt  
**Bargaining Unit:** Non-bargaining  
**Salary Grade:** UC7

**CLASS SUMMARY:**

The Housing and Neighborhood Specialist is a Programs Stand Alone class. Incumbents are responsible for working with the development community, lenders and community members in need of housing to facilitate a more effective and responsive approach to addressing the city's housing needs. Incumbents develop funding applications, facilitate public-private partnerships, and analyze funding sources for federal, state and private foundation housing grants. Serves as a technical resource, project leader, and team leader and prepares and delivers public presentations to legislative bodies and community groups related to housing projects and issues. Performs a variety of technical functions and tasks associated with compliance of, Community Development Block Grant requirements and other federal and state housing programs.

**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Researches and analyzes U.S. Housing and Urban Development, other Federal housing resources, State of Oregon housing legislation, including Department of Land Conservation & Development (DLCD) and Oregon Housing & Community Services (OHCS) technical assistance and grant opportunities, and makes recommendations about potential grants applications, local ordinances and policy amendments.
- Conceptualizes, drafts and manages requests for proposals (RFPs) for affordable housing developments.

- Develops content and presents housing-related information to City Council, the Urban Area Planning Commission, and other community groups.
  - Administers, tracks implementation, and proposes amendments to the City's Housing Work Plan.
  - Serves as lead staff liaison to the City of Grants Pass Housing Advisory Committee.
  - Administers the Affordable Housing SDC Grant Program, including solicitation, review and monitoring of SDC grants and ensuring all maximum income limits for program beneficiaries are met.
  - Analyzes, develops, and implements new programs to promote affordable housing which address a broad range of housing needs and income levels, including rehabilitation, development incentives, homebuyer assistance, special needs, and transitional housing and related community development and zoning programs to assist housing initiatives.
  - Educates, informs, and responds to inquiries from citizens, non-profit organizations, social service organizations, and private developers about the uses and rules of the City's housing and related programs; works with program participants to verify household incomes and other program qualifications; monitors covered housing units to ensure that rents, sales prices, and occupant households remain compliant with program requirements.
  - Develops and maintains the HUD required Five-Year Consolidated Plan, the Annual Plan and administers related grants.
  - Develops and coordinates the City's affordable housing initiative, as defined by City Council, with other individuals and agencies.
  - Performs other related work as required.
- 

**Training and Experience** (positions in this class require):

A Bachelor degree with major course work in urban planning, housing, geography, social service, public administration, business administration in a related field and a minimum of three (3) years of professional analytical experience pertaining to housing, property management, social services, planning, or community development are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience administering Community Development Block Grants and/or preparing Low-Income Housing Tax Credit or other affordable housing finance applications is preferred.

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**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
- 

**Knowledge** (positions in this class require):

Knowledge of:

- Public administration principles and practices;
- Project management best practices and long-range plan evaluation;

- Principles and processes of the CDBG program and associated regulations;
  - Building science, land use, design and/or affordable housing finance;
  - Research methods and technical writing;
  - Conflict resolution and effective public relations;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
- 

**Skills** (positions in this class require):

**Skill in:**

- Research and analysis of legislation, codes and rules;
  - Analyzing problems and recommendation solutions;
  - Project management and working independently to develop timelines and meet deadlines;
  - Grant research, application and management;
  - Preparing a variety of technical documents including statistical and narrative reports, letters and presentations;
  - Development and implementation of policies and programs addressing affordable housing issues;
  - Establishing and maintaining cooperative and effective relationships with other agencies, staff members, organizations, and the public;
  - Public speaking and meeting facilitation and ability to maintain good public relations;
  - Using a computer and related software applications; and
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- 

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Duties require sufficient mobility to work in a typical office setting and use standard office and computer equipment. Vision to read printed material and a computer screen and hearing and speech to communicate in person or over the telephone. Ability to stand for up to 4 hours at a time, and public speaking skills.

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**Additional Requirements:**

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, and attend evening meetings and travel.

Incumbents must pass a background investigation and reference check, and a pre-employment drug screen.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council February 17, 2021, Resolution No.



Resolution authorizing the City Manager to  
renew the Oregon Public Works  
Emergency Response Cooperative  
Item: Assistance Agreement with ODOT.

Date: February 17, 2021

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**SUBJECT AND SUMMARY:**

Consider a resolution authorizing the City Manager to renew the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.

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**RELATIONSHIP TO COUNCIL GOALS:**

The agreement supports Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by ensuring transportation needs are met.

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**CALL TO ACTION SCHEDULE:**

Execution of the agreement enables the City and other public works agencies to support each other during an emergency.

Call to action schedule: February 17, 2021.

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**BACKGROUND:**

In 2008, the City signed the Oregon Public Works Emergency Response Cooperative Assistance Agreement. It is now up for renewal. The agreement is valid for five years.

The mutual aid agreement:

Enables public works agencies to support each other during an emergency.

Provides the mechanism for immediate response for requests and offers of mutual aid.

Sets up the documentation needed to seek maximum reimbursement possible.

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**COST IMPLICATION:**

The agreement itself does not have a direct cost.

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**ALTERNATIVES:**

1. Council can approve the resolution authorizing the City Manager to renew the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.
  2. Council could decide not to approve the resolution.
- 

Item: 4.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO RENEW THE OREGON PUBLIC WORKS EMERGENCY RESPONSE COOPERATIVE ASSISTANCE AGREEMENT WITH ODOT.



Staff Report (continued):

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to renew the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to renew the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR  
THE PROVISION OF EMERGENCY MUTUAL AID BETWEEN PUBLIC WORKS  
AGENCIES.**

**WHEREAS:**

1. The City of Grants Pass can benefit from the assistance that may be available from other Public Works Agencies in an emergency; and
2. The City of Grants Pass may be able to be a good neighbor and assist other Public Works Agencies that are in the midst of an emergency; and
3. Entering into a mutual aid agreement sets up the documentation needed to seek maximum reimbursement possible from federal agencies; and
4. The City of Grants Pass has been a participating member of the Oregon Public Works Emergency Response Cooperative Assistance Agreement since 2008; and
5. The Oregon Department of Transportation (ODOT), as coordinating agency for the Oregon Public Works Emergency Response Cooperative Assistance Agreement, has requested all participating members restate their intent to continue their participation in the Oregon Public Works Emergency Response Cooperative Assistance Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to enter into an Agreement identified as the "Oregon Public Works Emergency Response Cooperative Assistance Agreement," a copy of which is attached hereto and made a part hereof.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February, 2021.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021, to be effective on the date indicated as adopted by the City Council.

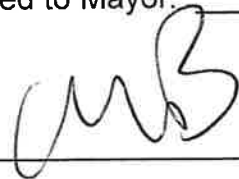
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



OREGON PUBLIC WORKS EMERGENCY RESPONSE  
COOPERATIVE ASSISTANCE AGREEMENT

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (5), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 402.010 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities.

NOW THEREFORE, the parties agree as follows:

## I. Request

If confronted with an emergency situation requiring personnel, equipment, or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

## 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

## 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

## 4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

## 5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the

Responder upon release by the Requestor, or on demand by the Responder.

## 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials, and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates.

Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
  - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.
  - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
  - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.
  - 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

## 7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability

arising out of the wrongful acts of employees or agents of that other party.

#### 8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

#### 9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

#### 10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responders" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.
- B. The Oregon Department of Transportation (ODOT) Maintenance and Operations Branch shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
  - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
  - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON  
DEPARTMENT OF TRANSPORTATION.



09/03/2020

\_\_\_\_\_  
Luci Moore  
Statewide Maintenance Engineer

\_\_\_\_\_  
Date

IN WITNESS WHEREOF, the parties hereto have caused this agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

Designated Primary / 24 Hour Contact:

Jason M Canady, Public Works Director  
Office (541) 450-6111  
Cell (541) 660-6795  
E-mail [jcanady@grantspassoregon.gov](mailto:jcanady@grantspassoregon.gov)

Wade Elliott, Assistant Public Works Director  
Office (541) 450-6114  
E-mail [welliott@grantspassoregon.gov](mailto:welliott@grantspassoregon.gov)



Resolution establishing the interest rate to be applied during calendar year 2021 to Deferred Development Item: Agreement monies on deposit.

Date: February 17, 2021

---

**SUBJECT AND SUMMARY:**

This resolution would set the Deferred Development Agreement (DDA) interest deposit rates for 2021 per the City's Development Code at the time DDAs were required.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports the Council's goal of **LEADERSHIP** by allocating interest earnings to deposit monies to be held by the City for the future funding of required infrastructure improvements.

---

**CALL TO ACTION SCHEDULE:**

Call to action: February 17, 2021. Approval is requested to be able to properly apply the rates in 2021 for DDA accounts that will be closed or partially refunded in 2021.

---

**BACKGROUND:**

At its February 20, 2002, meeting, Council adopted an ordinance revising the requirements for DDAs. In essence, an applicant seeking a development permit was previously required to post a cash deposit for the value of the deferred improvements. In addition, this revision called for the provision of interest earnings on those monies and specifies the rate to be established by Council each year following certain criteria.

In accord with Section 29.064 of the Development Code (as previously stated in the Code prior to the adoption of the new fee in lieu structure for deferred developments), the average interest rate paid to investments by the Local Government Investment Pool (LGIP) for calendar year 2020 was 1.40%. This shall be the rate applied to monies on deposit during calendar year 2021. The Council retains the ability to readjust this rate next year when adopting a new rate for 2022. Exhibit 'A' shows the average monthly rates paid by the LGIP during 2020.

With the approval by the City Council in 2017 to discontinue the use of DDAs and charge a fee in lieu of DDA going forward, staff will continue to work to contact property owners with current deposits on hand to sign a new agreement and to close/refund a portion of the existing DDA deposit. Interest will need to continue to be assigned to any deposits on hand until this transition process is complete.

---

ITEM: 4.c. RESOLUTION ESTABLISHING THE INTEREST RATE TO BE APPLIED DURING CALENDAR YEAR 2021 TO DEFERRED DEVELOPMENT AGREEMENT MONIES ON DEPOSIT.

Staff Report (continued):

COST IMPLICATION:

While there is no immediate direct cost, administrative costs and staff time costs will continue to be incurred due to tracking and maintaining financial records for each DDA. This will decrease over time as DDAs are converted to the new fee structure.

---

ALTERNATIVES:

Per the previous terms of the Code, the ability to pay a different interest rate than the formula defined in the Development Code rests solely with the City Council in the following year after the approval of that rate. Rates paid in calendar 2020 can be adjusted by Council now, if desired, and rates paid in calendar 2021 can be adjusted in 2022.

---

RECOMMENDED ACTION:

Staff recommends approving the resolution setting the DDA deposit interest rate for calendar year 2021 as set forth in Exhibit A.

---

POTENTIAL MOTION:

I move to approve the resolution establishing interest rates for DDA deposits for 2021.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
ESTABLISHING THE INTEREST RATE TO BE APPLIED DURING CALENDAR  
YEAR 2021 TO DEFERRED DEVELOPMENT AGREEMENT MONIES ON DEPOSIT.**

**WHEREAS:**

1. The Development Code previously required cash deposits for the value of deferred improvements; and
2. Section 29 of the Development Code called for the application of interest earnings on those monies, defines the basis for the establishment of the rate, and specifies Council adopt, by Resolution, the rate for the ensuing calendar year; and
3. The average interest rate paid to investments by the Local Government Investment Pool in calendar year 2020 was 1.40%.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the interest rate to be applied for calendar year 2021 on Deferred Development Agreements shall be 1.40% per attached Exhibit 'A'.

**EFFECTIVE DATE.** This resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17<sup>th</sup> day of February 2021.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of February 2021.

\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor \_\_\_\_\_

Approved as to form, Mark Bartholomew, City Attorney \_\_\_\_\_

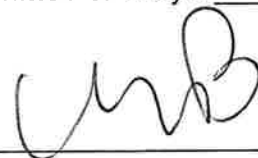


Exhibit "A"

Calculation of Interest Rate at Local Government Investment Pool (LGIP)

Calendar Year 2021

Month	Rate	Annual Rate
January	2.2500%	
February	2.2500%	
March	2.0806%	
April	1.7583%	
May	1.4887%	
June	1.3000%	
July	1.2129%	
August	1.0000%	
September	1.0000%	
October	0.9113%	
November	0.7500%	
December	0.7500%	
2020 annual average		<b>1.40%</b>

Resolution authorizing the City Manager to  
renew the Microsoft Enterprise Agreement  
contract.

Date: February 17, 2021

---

**SUBJECT AND SUMMARY:**

The City requires enterprise computer operating system and productivity software and services while carrying out the business of the City. The City acquires the software and services through an Enterprise Agreement. This action will continue to provide for the software and services through contract.

---

**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **MANAGEMENT** by effectively securing enterprise computer operating system and productivity software and services for the City.

---

**CALL TO ACTION SCHEDULE:**

Call to action schedule: February 17, 2021.

The need for enterprise computer operating system and productivity software and services is both current and ongoing.

---

**BACKGROUND:**

The City entered into an Enterprise Agreement with Microsoft in March 2012 and renewed in March 2015 and March 2018. The Enterprise Agreement provides licenses for Windows operating system and Microsoft Office Pro Plus, client access licenses for Windows Server and Exchange Server Enterprise. Software upgrades during the life of the contract are included at no additional cost. In addition, the Enterprise Agreement provides for IT staff training and end user benefits.

The City added Office 365 licensing with the March 2018 renewal. Office 365 provides cloud-based email, storage and Office applications. Additional communication and collaboration tools are included, such as Teams, which provides group collaboration, video conferencing, conference calling and instant messaging. The additional tools have facilitated City operations under COVID restrictions.

The current contract with Microsoft expires February 28, 2021. The intent of this action is to renew the contract from March 1, 2021 through February 28, 2024.

A copy of the proposed Microsoft Enterprise Agreement renewal quote is attached.

---

ITEM: 4.d. RESOLUTION AUTHORIZING THE CITY MANAGER TO RENEW THE  
MICROSOFT ENTERPRISE AGREEMENT CONTRACT.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: Information Technology operating budget.  
Approximately \$73,134 per year for the three-year period.

---

ALTERNATIVES:

1. Authorize the three-year contract renewal with Microsoft; or
  2. Take no action at this time.
- 

RECOMMENDED ACTION:

It is recommended Council approve the resolution authorizing the City Manager to renew the Enterprise Agreement contract for operating system and productivity software and services with Microsoft.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to renew the Enterprise Agreement contract for operating system and productivity software and services with Microsoft.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO RENEW THE MICROSOFT ENTERPRISE  
AGREEMENT.**

**WHEREAS:**

1. The City has demand for computer operating system and productivity software and services; and
2. The City entered into a three-year contract for computer operating system and productivity software and services with Microsoft which is reaching end of term; and
3. The City has received additional capabilities and services which facilitated operations under COVID restrictions; and
4. The City is receiving excellent services and desires to renew the contract; and
5. The City of Grants Pass has budgeted sufficient funds to pay for the Enterprise Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to renew the Microsoft Enterprise Agreement, which is attached hereto and incorporated herein as Exhibit 'A.'

**EFFECTIVE DATE.** This Resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 17th day of February 2021.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of February 2021.

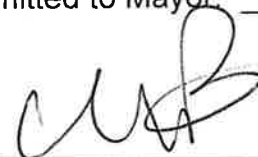
\_\_\_\_\_  
Sara Bristol, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Hall, City Recorder designee

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney







Dell Customer Confidential

## Quotation

Drew Byford  
[Drew\\_Byford@Dell.com](mailto:Drew_Byford@Dell.com)  
 512-647-6646

Customer: CITY OF GRANTS PASS  
 Customer#: 97631097  
 Previous Microsoft Enterprise Agreement (EA) #: 5342801

Date of Issue: 2/2/2021  
 Quote Expires: End of Month

PLEASE SEE IMPORTANT TERMS AND CONDITIONS AT THE BOTTOM OF THIS QUOTATION

Section 1- Licenses and Software Assurance					
Product Description	Mfg#	Quantity	Unit Price	Ext. Price	
AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	J5U-00004	1	\$0.00	\$0.00	
WinSvrSTDCore ALNG SA MVL 16Lic CoreLic	9EM-00267	5	\$138.91	\$694.55	
WINENTperDVC ALNG SA MVL Pltfrm	KV3-00353	330	\$42.06	\$13,879.80	
Total Year 1 Payment				\$14,574.35	
AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	J5U-00004	1	\$0.00	\$0.00	
WinSvrSTDCore ALNG SA MVL 16Lic CoreLic	9EM-00267	5	\$138.91	\$694.55	
WINENTperDVC ALNG SA MVL Pltfrm	KV3-00353	330	\$42.06	\$13,879.80	
Total Year 2 Payment				\$14,574.35	
AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	J5U-00004	1	\$0.00	\$0.00	
WinSvrSTDCore ALNG SA MVL 16Lic CoreLic	9EM-00267	5	\$138.91	\$694.55	
WINENTperDVC ALNG SA MVL Pltfrm	KV3-00353	330	\$42.06	\$13,879.80	
Total Year 3 Payment				\$14,574.35	
TOTAL SECTION 1 YEARS 1 - 3				\$43,723.05	
Section 2- Monthly Subscriptions					
Product Description	Mfg#	Quantity	Months	Unit Price	Ext. Price
CoreCALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	AAA-12415	253	12	1.31	\$3,977.16
CoreCALBridgeO365 ALNG SubsVL MVL Pltfrm PerUsr	AAA-12417	35	12	1.56	\$655.20
O365GCC3 ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11894	35	12	\$17.78	\$7,467.60
O365GCC3fromSA ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11924	253	12	\$15.12	\$45,904.32
AudioConfGCC ShrdSvr ALNG SubsVL MVL PerUsr	LK3-00001	13	12	\$3.56	\$555.36
Total Year 1 Payment				\$58,559.64	
CoreCALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	AAA-12415	253	12	1.31	\$3,977.16
CoreCALBridgeO365 ALNG SubsVL MVL Pltfrm PerUsr	AAA-12417	35	12	1.56	\$655.20
O365GCC3 ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11894	35	12	\$17.78	\$7,467.60
O365GCC3fromSA ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11924	253	12	\$15.12	\$45,904.32
AudioConfGCC ShrdSvr ALNG SubsVL MVL PerUsr	LK3-00001	13	12	\$3.56	\$555.36
Total Year 2 Payment				\$58,559.64	
CoreCALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	AAA-12415	253	12	1.31	\$3,977.16
CoreCALBridgeO365 ALNG SubsVL MVL Pltfrm PerUsr	AAA-12417	35	12	1.56	\$655.20
O365GCC3 ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11894	35	12	\$17.78	\$7,467.60
O365GCC3fromSA ShrdSvr ALNG SubsVL MVL PerUsr	AAA-11924	253	12	\$15.12	\$45,904.32
AudioConfGCC ShrdSvr ALNG SubsVL MVL PerUsr	LK3-00001	13	12	\$3.56	\$555.36
Total Year 3 Payment				\$58,559.64	
TOTAL SECTION 2 YEARS 1 - 3				\$175,678.92	
Notes: Dell MHEC Contract Number: MHEC-07012015		Total Annual Payment Yr 1			\$73,133.99
		Total Annual Payment Yr 2			\$73,133.99
		Total Annual Payment Yr 3			\$73,133.99
		Grand Total			\$219,401.97
**Customer must complete all required Microsoft enrollment documentation. The EA cannot be executed (processed at Microsoft) until both the complete documents and PO are received for the first annual payment.					
Dell offers this quote for the first of three annual payments for City of Grants Pass Microsoft Enterprise Agreement Enrollment. This quote will expire within the month of issuance; upon expiration of this quote, the quoted prices may no longer be valid. For customer's general information and budgeting purposes, Dell includes the above as an estimate for subsequent years of City of Grants Pass Microsoft Enterprise Agreement. Prices for subsequent Enrollment years are not binding on Dell or City of Grants Pass in any way and will be determined on the Enrollment anniversary date.					
<div><div><div>1) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at <a href="http://www.dell.com">www.dell.com</a>, unless Customer has a separate purchase agreement with Dell.</div><div>2) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.</div><div>3) If you have a question re: your tax status, please contact your Dell i3AP software inside sales representative listed above. Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to <a href="http://www.dell.com/environmentalfree">www.dell.com/environmentalfree</a>.</div></div><div><div>4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.</div><div>5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.</div><div>6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.</div></div></div>					

Item: Motion acknowledging the receipt of the  
monthly and quarterly financial reports for  
quarter ended September 2020.

Date: February 17, 2021

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SUBJECT AND SUMMARY:

Monthly and quarterly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and system are effective and that Council has the opportunity to access the City's financial information.

---

CALL TO ACTION SCHEDULE:

N/A

---

BACKGROUND:

A summary monthly report and a more detailed quarterly report are prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

---

COST IMPLICATION:

None.

---

RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly and quarterly financial reports for quarter ended September 2020.

---

POTENTIAL MOTION:

I move to acknowledge the monthly and quarterly financial reports for quarter ended September 2020.

---

ITEM: 4.e. MOTION ACKNOWLEDGING RECEIPT OF THE MONTHLY AND  
QUARTERLY FINANCIAL REPORTS FOR THE QUARTER ENDED  
SEPTEMBER 2020.

**CITY OF GRANTS PASS**  
**MONTHLY & QUARTERLY FINANCIAL REPORT**  
**July through September 2020**  
**Discussion & Analysis**



As September marks the end of a quarter, attached in this month's financial report package are the City's monthly and quarterly reports as follows:

**Quarterly Reports:**

- Monthly Financial Reports for July, August, and September 2020 (by % of prorated budget) – also shows beginning and ending budgetary fund balances
- Expanded Year-To-Date Revenue Summary for the General Fund
- Expanded Year-To-Date Revenue Summary by Program/Activity (by % of annual budget) – shows the revenues by category in each fund or division
- Expanded Year-To-Date Expenditure Summary by Program/Activity
- Quarterly Capital Fund and Capital Project Report
- Grants Pass Urban Renewal Agency quarterly financial summary
- Investment Summary

In reviewing the monthly reports, since this is a prorated budget variance report, any variances significantly different from 100% would imply either seasonality or true variances. The quarterly reports are budget variance reports by the percentage of the annual budget. Therefore, in reviewing the expanded quarterly year-to-date reports any budget variances significantly different from 25% would imply seasonal considerations or true variances.

**REVENUES**

The majority of the General Fund revenues are either seasonal or come in on a quarterly basis right after the end of each quarter. Many types of franchise taxes and revenue sharing amounts are typically posted a month or a quarter in arrears except at fiscal year-end, and most of the property tax revenue comes in during November and December. Therefore, revenue reports for the first quarter of each fiscal year will reflect little activity in the public safety divisions' revenue sections and the General Fund, general program operations division.

Property taxes are by far the largest revenue source for the General Fund and provide the bulk of the funding dedicated to the public safety divisions. The City recently received the 2020 assessment report from Josephine County which showed a change to assessed values for the Fiscal Year ending June 30, 2021 slightly higher than projected during last year's budget process. Total assessed values increased 3.62% over the previous fiscal year. This was approximately 0.4% higher than projected, which means the main revenue source for public safety divisions is on track to be slightly higher than budget estimates this year. Approximately 1.77% of the increase was due to new construction and about 1.85% was due to an increase in assessed values on existing properties.

As all property taxes received by the City are dedicated or restricted to public safety services, the net impact to property taxes for public safety versus the amount budgeted is expected to be revenues of approximately \$70,800 over the revenue budget for FY21. This should slightly help offset the need for discretionary General Fund revenues that would otherwise be used to fund a small portion of the public safety budgets as property taxes and other public safety revenues don't fully fund current service levels.

The total levy amount due to the new Urban Renewal Agency (URA) will also be slightly higher than projected in this third year of collecting the URA's tax increment financing revenues. The relatively new URA has seen strong growth in assessed values in the first three years and should have approximately \$69,000 more than the \$1,211,755 in budgeted property tax revenues this fiscal year.

One other standout in General Fund and public safety revenues this year is the relatively new local marijuana tax. With less than two full years of history to analyze, conservative revenue budget estimates are still being used. This tax is being collected by the state revenue department at the same time as they collect the state's marijuana tax and it is then turned over to the City on a quarterly basis. Having received the first quarter of revenue and comparing that to the prior year, the City could see \$60,000 more state shared marijuana tax and \$50,000 more local marijuana tax than budgeted. Both the state marijuana tax revenue sharing and the local marijuana tax revenues are dedicated to the police division within the General Fund budget.

Revenues in the Building Division are a key indicator of the level of property development happening in the City and a key statistic we review on a quarterly basis. And the first quarter of fiscal 2021 showed a continued strong level of activity. As of September, the Building Division had already received 87% of current fiscal year budgeted revenue.

The Water Fund revenue is running high (139% of the prorated budget) due to just ending the peak season of billing and the season of higher water use. Other utility user charges for services revenues are also very close to meeting or are slightly exceeding prorated budgets for the first quarter of the year.

For many internal service funds, revenue for month/year for many funds will be close to the prorated budget amounts or 25% of annual amounts for this quarter due to charging out for services at even increments throughout the year. Standard monthly charges happen throughout the year for the Administrative Services Fund, the Garage and Equipment Replacement Funds, the Information Technology Fund, the Community Development Management Fund, the General Insurance Fund, and the Property Management Fund. The Engineering Fund has a mix of fixed charges and variable charges based on capital project activity and development activity. The Workers Compensation Insurance Fund and Health Insurance/Benefits Admin Fund also assess charges regularly throughout the year based on the payroll cycle.

## **EXPENDITURES**

The expanded quarterly expenditure report is organized in a manner very similar to the way the budget is legally adopted and appropriated (by department or division in most cases). While certain operating divisions just ended what is traditionally a busier summer season and had more temporary staff than other times in the year, all operating departments are so far spending within prorated operating budgets. Certain funds such as the General Insurance Fund and the Workers Comp Insurance Fund also make full year policy payments early in the fiscal year which makes it look like they are on track to be over budget. However, those large payments are one-time annual payments.

It is also important to remember when looking at the expanded quarterly expenditure report that capital project funds only budget for "capital outlay" line item expenditures, but as projects move forward the expenditures are posted in a variety of expenditure categories such as supplies or contractual services. Looking at the total expenditures versus budget in the capital project funds is a better way of reviewing expenditure activities for this type of fund. Also, the quarterly expenditure budget to actual report shows encumbrances, which are contract expenditures that have been committed to for later in the year but not yet paid. In some cases, throughout the expenditure budget reports, this makes the actual compared to budget slightly higher on a percentage of budget spent term (there is a column in the report that shows these encumbrance amounts).

### **BUDGET ADJUSTMENTS & OTHER FISCAL ACTIVITY**

There were no budget adjustments made during the first quarter of FY'21.

Annual Financial Audit: The City's annual financial audit is in the process of being completed during November and December, and the City will issue the Comprehensive Annual Financial Report (CAFR) shortly after completion of the audit in December.

We hope this discussion and analysis provided some insight into the City financial activities. All the financial and budget reports of the City can also be found online on the City's website under the Finance department at [www.GrantsPassOregon.gov](http://www.GrantsPassOregon.gov).

Should you have additional comments or questions please feel free to contact the Finance Department.



CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
July 31, 2020  
Unaudited Budget to Actuals

ANNUAL BUDGET	July BUDGET	July ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
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**General Fund:**

<b>Revenues</b>						
Beginning Balance	\$ 12,009,094			\$ 12,009,094	\$ 12,761,767	
Property Tax	\$ 19,556,900	\$ 1,629,741.67	\$ -	\$ 1,629,742	\$ -	0.0%
Franchise & Other Taxes	\$ 3,622,500	\$ 301,875	\$ 131,439	\$ 301,875	\$ 131,439	43.5%
Licenses & Permits	\$ 419,800	\$ 34,983	\$ 73,077	\$ 34,983	\$ 73,077	209%
Inter-Governmental & Grants	\$ 2,504,400	\$ 208,700	\$ 73,272	\$ 208,700	\$ 73,272	35%
Fees & Charges for Service	\$ 1,433,000	\$ 119,417	\$ 116,066	\$ 119,417	\$ 116,066	97%
Interest Income (misc)	\$ 110,000	\$ 9,167	\$ 10,672	\$ 9,167	\$ 10,672	116%
Other Revenue	\$ 167,900	\$ 13,992	\$ 1,300	\$ 13,992	\$ 1,300	9%
Transfers in	\$ 1,270,000	\$ 105,833	\$ -	\$ 105,833	\$ -	0%
<b>TOTAL RESOURCES</b>	<b>\$ 41,093,594</b>	<b>\$ 2,423,708</b>	<b>\$ 405,826</b>	<b>\$ 14,432,802</b>	<b>\$ 13,167,593</b>	<b>91%</b>

**Expenditures**

Council and General Operations	\$ 417,042	\$ 34,753.50	\$ 46,599	\$ 34,753.50	\$ 46,599	134%
Public Safety	\$ 26,312,566	\$ 2,192,714	\$ 1,804,735	\$ 2,192,714	\$ 1,804,735	82%
Parks & Recreation	\$ 2,994,199	\$ 249,516	\$ 169,791	\$ 249,516	\$ 169,791.26	68%
Community Development	\$ 1,932,159	\$ 161,013	\$ 96,745	\$ 161,013	\$ 96,744.62	60%
Economic Dev/Tourism/Downtown Dev.	\$ 1,282,874	\$ 106,906	\$ 77,782	\$ 106,906	\$ 77,782	73%
Transfers out	\$ 100,000	\$ 8,333	\$ 6,390	\$ 8,333	\$ 6,390	77%
Contingency & Ending Balance (Budgetary)	\$ 6,742,766			\$ 6,742,766	\$ 9,333,954.41	
Ending Balance Building (Budgetary Basis)	\$ 1,311,998			\$ 1,311,998	\$ 1,631,597	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 41,093,594</b>	<b>\$ 2,753,236</b>	<b>\$ 2,202,042</b>	<b>\$ 10,808,000</b>	<b>\$ 13,167,593</b>	

**Lodging Tax:**

Beginning Balance	\$ -			\$ -	\$ 7,706	
Revenues	\$ 1,278,900	\$ 106,575	\$ 270,578	\$ 106,575	\$ 270,578	254%
Expenditures	\$ 11,800	\$ 983	\$ 625	\$ 983	\$ 625	64%
Transfers out	\$ 1,267,100	\$ 105,592	\$ -	\$ 105,592	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -			\$ -	\$ 277,659	Budgetary Balance**

**Street Utility:**

Beginning Balance	\$ 623,726			\$ 623,726	\$ 549,085	
Revenues	\$ 3,888,013	\$ 324,001	\$ 86,798	\$ 324,001	\$ 86,798	27%
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenditures	\$ 2,089,497	\$ 174,125	\$ 104,389	\$ 174,125	\$ 104,389	60%
Transfers out	\$ 1,825,000	\$ 152,083	\$ -	\$ 152,083	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 597,242			\$ 597,242	\$ 531,494	Budgetary Balance**

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
July 31, 2020  
Unaudited Budget to Actuals

	ANNUAL BUDGET	July BUDGET	July ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ 235	0%	\$ 52,300	\$ 235	0%
Expenditures	\$ 920,000	\$ 76,667	\$ 2,336	3%	\$ 76,667	\$ 2,336	3%
Contingency & Ending Balance (Budgetary)	\$ 87,600				\$ 87,600	\$ 642,671	Budgetary Balance**

<b>Debt Service, Gen Obligation and Bancroft:</b>							
Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ (148)	0%	\$ 46,250	\$ (148)	0%
Expenditures	\$ 50,000	\$ 4,167	\$ 417	10%	\$ 4,167	\$ 417	10%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 43,417	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 85,630	Budgetary Balance**

<b>Transportation Capital Projects:</b>							
Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 44,818	68%	\$ 65,625	\$ 44,818	68%
Transfers in	\$ 1,965,000	\$ 163,750	\$ -	0%	\$ 163,750	\$ -	0%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 31,774	4%	\$ 749,248	\$ 31,774	4%
Transfers out	\$ 5,000	\$ 417	\$ -	0%	\$ 417	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 7,195,356	Budgetary Balance**

<b>Solid Waste and Capital Projects:</b>							
Beginning Balance	\$ 1,568,898				\$ 1,568,898	\$ 1,658,066	
Revenues	\$ 716,141	\$ 59,678	\$ 3,225	5%	\$ 59,678	\$ 3,225	5%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 417	\$ -	0%
Expenditures	\$ 1,801,386	\$ 150,116	\$ 9,505	6%	\$ 150,116	\$ 9,505	6%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 2,417	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 459,653				\$ 459,653	\$ 1,651,786	Budgetary Balance**

<b>Storm Water and Storm Water Capital Projects:</b>							
Beginning Balance	\$ 1,777,098				\$ 1,777,098	\$ 1,993,818	
Revenues	\$ 2,665,250	\$ 222,104	\$ 181,499	82%	\$ 222,104	\$ 181,499	82%
Transfers in	\$ 1,370,000	\$ 114,167	\$ -	0%	\$ 114,167	\$ -	0%
Expenditures	\$ 4,063,196	\$ 338,600	\$ 167,426	49%	\$ 338,600	\$ 167,426	49%
Transfers out	\$ 1,375,000	\$ 114,583.33	\$ -	0%	\$ 114,583	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 374,152				\$ 374,152	\$ 2,007,891	Budgetary Balance**

<b>Lands and Buildings Capital Projects:</b>							
Beginning Balance	\$ 4,222,893				\$ 4,222,893	\$ 4,390,187	
Revenues	\$ 5,486,500	\$ 457,208	\$ 152,452	33%	\$ 457,208	\$ 152,452	33%
Transfers in	\$ 1,007,100	\$ 83,925	\$ 6,390	8%	\$ 83,925	\$ 6,390	8%
Expenditures	\$ 10,566,493	\$ 880,541	\$ 16,818	2%	\$ 880,541	\$ 16,818	2%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,532,211	Budgetary Balance**



CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
July 31, 2020  
*Unaudited Budget to Actuals*

	ANNUAL BUDGET	July BUDGET	July ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,415,849				\$ 1,415,849	\$ 1,982,240	
Revenues	\$ 8,011,430	\$ 667,619	\$ 639,956	96%	\$ 667,619	\$ 639,956	96%
Expenditures	\$ 5,914,654	\$ 492,888	\$ 220,735	45%	\$ 492,888	\$ 220,735	45%
Transfers out	\$ 1,890,000	\$ 157,500	\$ -	0%	\$ 157,500	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 1,657,825				\$ 1,657,825	\$ 2,401,460	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 6,188,744				\$ 6,188,744	\$ 6,992,618	
Revenues	\$ 331,250	\$ 27,604	\$ 124,098	450%	\$ 27,604	\$ 124,098	450%
Transfers in	\$ 1,985,000	\$ 166,250	\$ -	0%	\$ 166,250	\$ -	0%
Expenditures	\$ 8,479,994	\$ 706,666	\$ 7,745	1%	\$ 706,666	\$ 7,745	1%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 7,108,972	Budgetary Balance**
<b>Water Fund:</b>							
Beginning Balance	\$ 1,630,438				\$ 1,630,438	\$ 1,841,293	
Revenues	\$ 8,665,654	\$ 722,138	\$ 918,363	127%	\$ 722,138	\$ 918,363	127%
Expenditures	\$ 5,127,234	\$ 427,270	\$ 249,244	58%	\$ 427,270	\$ 249,244	58%
Transfers out	\$ 3,755,000	\$ 312,917	\$ -	0%	\$ 312,917	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 1,413,858				\$ 1,413,858	\$ 2,510,412	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 15,651,622				\$ 15,651,622	\$ 16,273,117	
Revenues	\$ 201,000	\$ 16,750	\$ 150,684	900%	\$ 16,750	\$ 150,684	900%
Transfers in	\$ 3,540,000	\$ 295,000	\$ -	0%	\$ 295,000	\$ -	0%
Expenditures	\$ 19,357,622	\$ 1,613,135	\$ 25,070	2%	\$ 1,613,135	\$ 25,070	2%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 16,398,730	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 220,603				\$ 220,603	\$ 245,456	
Revenues	\$ 1,227,393	\$ 102,283	\$ 101,501	99%	\$ 102,283	\$ 101,501	99%
Expenditures	\$ 1,163,382	\$ 96,949	\$ 54,754	56%	\$ 96,949	\$ 54,754	56%
Contingency & Ending Balance (Budgetary)	\$ 284,614				\$ 284,614	\$ 292,203	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 2,905,999				\$ 2,905,999	\$ 3,068,067	
Revenues	\$ 2,265,104	\$ 188,759	\$ 104,046	55%	\$ 188,759	\$ 104,046	55%
Transfers in	\$ 55,000	\$ 4,583	\$ -	0%	\$ 4,583	\$ -	0%
Expenditures	\$ 1,225,000	\$ 102,083	\$ 49,218	48%	\$ 102,083	\$ 49,218	48%
Contingency & Ending Balance (Budgetary)	\$ 4,001,103				\$ 4,001,103	\$ 3,122,895	Budgetary Balance**

## MONTHLY FINANCIAL REPORT

July 31, 2020

Unaudited Budget to Actuals

Unaudited Budget to Actuals

ANNUAL BUDGET		July		July		% OF MONTH BUDGET		YEAR-TO-DATE BUDGET		YEAR-TO-DATE ACTUAL ***		% OF YEAR-TO-DATE BUDGET	
		BUDGET		ACTUAL ***		BUDGET		BUDGET		ACTUAL ***		BUDGET	
Information Technology:													
Beginning Balance	\$	305,000						\$ 305,000		\$ 379,647			
Revenues	\$	1,128,856		\$ 94,071		\$ 94,305		\$ 94,071		\$ 94,305		100%	
Expenditures	\$	1,000,553		\$ 83,379		\$ 147,623		\$ 83,379		\$ 147,623		177%	
Contingency & Ending Balance (Budgetary),	\$	353,303						\$ 353,303		\$ 326,329		Budgetary Balance**	
Property Management:													
Beginning Balance	\$	267,176						\$ 267,176		\$ 275,777			
Revenues	\$	732,713		\$ 61,059		\$ 66,223		\$ 61,059		\$ 66,223		108%	
Expenditures	\$	892,453		\$ 74,371.08		\$ 64,685		\$ 74,371		\$ 64,685		87%	
Transfers out	\$	-		\$ -		\$ -		\$ -		\$ -		0%	
Contingency & Ending Balance (Budgetary),	\$	107,436						\$ 107,436		\$ 277,315		Budgetary Balance**	
Engineering:													
Beginning Balance	\$	387,642						\$ 387,642		\$ 257,272			
Revenues	\$	1,209,700		\$ 100,808		\$ 108,104		\$ 100,808		\$ 108,104		107%	
Expenditures	\$	1,193,605		\$ 99,467		\$ 62,685		\$ 99,467		\$ 62,685		63%	
Contingency & Ending Balance (Budgetary),	\$	403,737						\$ 403,737		\$ 302,691		Budgetary Balance**	
Community Dev. Management:													
Beginning Balance	\$	63,337						\$ 63,337		\$ 331,258			
Revenues	\$	620,771		\$ 51,731		\$ 51,584		\$ 51,731		\$ 51,584		100%	
Expenditures	\$	603,727		\$ 50,311		\$ 59,859		\$ 50,311		\$ 59,859		119%	
Transfers out	\$	-		\$ -		\$ -		\$ -		\$ -		0%	
Contingency & Ending Balance (Budgetary),	\$	80,381						\$ 80,381		\$ 322,983		Budgetary Balance**	
Public Works Administration													
Beginning Balance	\$	351,159						\$ 351,159		\$ 453,893			
Revenues	\$	986,050		\$ 83,171		\$ 75,203		\$ 83,171		\$ 75,203		90%	
Expenditures	\$	945,165		\$ 78,764		\$ 59,406		\$ 78,764		\$ 59,406		75%	
Transfers out	\$	110,000		\$ 9,167		\$ -		\$ 9,167		\$ -		0%	
Contingency & Ending Balance (Budgetary),	\$	294,044						\$ 294,044		\$ 469,690		Budgetary Balance**	
Insurance Funds & PERS Reserve Funds:													
Beginning Balance	\$	4,217,101						\$ 4,217,101		\$ 4,526,298			
Revenues	\$	962,023		\$ 80,169		\$ 70,811		\$ 80,169		\$ 70,811		88%	
Expenditures	\$	3,620,649		\$ 301,721		\$ 763,027		\$ 301,721		\$ 763,027		253%	
Contingency & Ending Balance (Budgetary),	\$	1,558,475						\$ 1,558,475		\$ 3,834,083		Budgetary Balance**	

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
July 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET	% OF MONTH BUDGET		YEAR- TO-DATE BUDGET		% OF YEAR- TO-DATE BUDGET	
	July BUDGET	July ACTUAL ***	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***
<b>Administrative Services Fund:</b>						
Beginning Balance	\$ 1,424,327		\$ 1,424,327	\$ 1,388,977		
Revenues	\$ 3,955,828	\$ 324,412	\$ 329,652	\$ 324,412		98%
Expenditures	\$ 4,207,288	\$ 278,800	\$ 350,607	\$ 278,800		80%
Transfers out	\$ 65,000	\$ 5,417	\$ 5,417	\$ -		0%
Contingency & Ending Balance (Budgetary)	\$ 1,107,867		\$ 1,107,867	\$ 1,434,569		Budgetary Balance**

<b>City of Grants Pass Urban Renewal Agency:</b>						
Beginning Balance	\$ 1,125,000		\$ 1,125,000	\$ 1,147,247		
Revenues	\$ 1,216,755	\$ 1,046	\$ 101,396	\$ 101,396		1%
Expenditures	\$ 2,311,500	\$ -	\$ 192,625	\$ -		0%
Contingency & Ending Balance (Budgetary)	\$ 30,255		\$ 30,255	\$ 1,148,293		Budgetary Balance**

<b>Jos. County/City of GP Solid Waste Agency:</b>						
Beginning Balance	\$ 2,059,153		\$ 2,059,153	\$ 2,025,321		
Revenues	\$ 530,000	\$ 1,840	\$ 44,167	\$ 44,167		4%
Expenditures	\$ 525,600	\$ 1,842	\$ 43,800	\$ 43,800		4%
Contingency & Ending Balance (Budgetary)	\$ 2,063,553		\$ 2,063,553	\$ 2,025,320		Budgetary Balance**

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a

<b>Investments:</b>						
		Average Yield				
Oregon State LGIP	\$ 48,272,025	1.21%				
Bank Savings & Money Market	\$ 560,428	0.16%				
US Treasury & US Agency Bonds	\$ 6,898,364	1.19%				
Bank Time Deposits	\$ 9,396,515	2.25%				
<b>TOTAL</b>	<b>\$ 65,127,332</b>	<b>1.35%</b>	<b>Overall Average</b>			

<b>Debt Outstanding (in principal amounts):</b>						
Public Safety and 911 Building Loan	\$ 6,000,000					
City Wastewater Utility 2009 Refunding Bonds	\$ 905,000					
City Wastewater Utility 2017 Revenue Bonds	\$ 9,035,000					
City Wastewater Utility 2018 Revenue Bonds	\$ 6,155,000					
City Water Full Faith & Credit Bonds	\$ 1,425,000					
Total Non-Bonded Debt	\$ -					
<b>TOTAL</b>	<b>23,620,000</b>					
Total net debt applicable to the limit as % of debt limit. (est.)						4.72%



## CITY OF GRANTS PASS

## MONTHLY FINANCIAL REPORT

August 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET	% OF MONTH		YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
	August BUDGET	August ACTUAL ***			

## General Fund:

Revenues					
Beginning Balance	\$ 12,009,094		\$ 12,009,094	\$ 12,761,767	
Property Tax	\$ 19,556,900	\$ 1,629,741.67	\$ -	\$ 3,259,483	0.0%
Franchise & Other Taxes	\$ 3,622,500	\$ 301,875	\$ 82,393	\$ 603,750	27%
Licenses & Permits	\$ 419,800	\$ 34,983	\$ 39,017	\$ 69,967	112%
Inter-Governmental & Grants	\$ 2,504,400	\$ 208,700	\$ 65,459	\$ 417,400	31%
Fees & Charges for Service	\$ 1,433,000	\$ 119,417	\$ 150,997	\$ 238,833	126%
Interest Income (misc)	\$ 110,000	\$ 9,167	\$ 7,452	\$ 18,333	81%
Other Revenue	\$ 167,900	\$ 13,992	\$ 4,231	\$ 27,983	30%
Transfers in	\$ 1,270,000	\$ 105,833	\$ 250,913	\$ 211,667	237%
<b>TOTAL RESOURCES</b>	<b>\$ 41,093,594</b>	<b>\$ 2,423,708</b>	<b>\$ 600,461</b>	<b>\$ 16,856,511</b>	<b>25%</b>
Expenditures					
Council and General Operations	\$ 417,042	\$ 34,753.50	\$ 17,548	\$ 69,507.00	50%
Public Safety	\$ 26,312,566	\$ 2,192,714	\$ 1,759,904	\$ 4,385,428	80%
Parks & Recreation	\$ 2,994,189	\$ 249,516	\$ 228,399	\$ 499,032	92%
Community Development	\$ 1,932,159	\$ 161,013	\$ 107,111	\$ 322,027	67%
Economic Dev/Tourism/Downtown Dev.	\$ 1,282,874	\$ 106,906	\$ 68,611	\$ 213,812	64%
Transfers out	\$ 100,000	\$ 8,333	\$ -	\$ 16,667	0%
Contingency & Ending Balance (Budgetary)	\$ 6,742,766			\$ 6,742,766	
Ending Balance Building (Budgetary Basis)	\$ 1,311,998			\$ 1,311,998	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 41,093,594</b>	<b>\$ 2,753,236</b>	<b>\$ 2,181,573</b>	<b>\$ 13,581,236</b>	<b>79%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 41,093,594</b>	<b>\$ 2,753,236</b>	<b>\$ 2,181,573</b>	<b>\$ 13,581,236</b>	<b>79%</b>

## Expenditures

Council and General Operations	\$ 417,042	\$ 34,753.50	\$ 17,548	\$ 69,507.00	\$ 64,147	92%
Public Safety	\$ 26,312,566	\$ 2,192,714	\$ 1,759,904	\$ 4,385,428	\$ 3,564,639	81%
Parks & Recreation	\$ 2,994,189	\$ 249,516	\$ 228,399	\$ 499,032	\$ 398,190.34	80%
Community Development	\$ 1,932,159	\$ 161,013	\$ 107,111	\$ 322,027	\$ 203,855.20	63%
Economic Dev/Tourism/Downtown Dev.	\$ 1,282,874	\$ 106,906	\$ 68,611	\$ 213,812	\$ 146,393	68%
Transfers out	\$ 100,000	\$ 8,333	\$ -	\$ 16,667	\$ 6,390	38%
Contingency & Ending Balance (Budgetary)	\$ 6,742,766			\$ 6,742,766	\$ 7,793,001.94	
Ending Balance Building (Budgetary Basis)	\$ 1,311,998			\$ 1,311,998	\$ 1,591,438	

**TOTAL REQUIREMENTS** \$ 41,093,594 \$ 2,753,236 \$ 2,181,573 79% \$ 13,581,236 \$ 13,768,054

## Lodging Tax:

Beginning Balance	\$ -		\$ -	\$ 7,706	
Revenues	\$ 1,278,900	\$ 106,575	\$ 20,790	\$ 213,150	\$ 291,368
Expenditures	\$ 11,800	\$ 983	\$ 625	\$ 1,967	\$ 1,250
Transfers out	\$ 1,267,100	\$ 105,592	\$ 297,133	\$ 211,183	\$ 297,133
Contingency & Ending Balance (Budgetary)	\$ -			\$ -	\$ 690
<b>Budgetary Balance**</b>					<b>690</b>

## Street Utility:

Beginning Balance	\$ 623,726		\$ 623,726	\$ 549,085	
Revenues	\$ 3,888,013	\$ 324,001	\$ 248,941	\$ 648,002	\$ 335,739
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	\$ 2,089,497	\$ 174,125	\$ 151,384	\$ 348,250	\$ 255,773
Transfers out	\$ 1,825,000	\$ 152,083	\$ 7,742	\$ 304,167	\$ 7,742
Contingency & Ending Balance (Budgetary)	\$ 597,242			\$ 597,242	\$ 621,308
<b>Budgetary Balance**</b>					<b>621,308</b>

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
August 31, 2020  
Unaudited Budget to Actuals

	ANNUAL BUDGET	August BUDGET	August ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ 438	1%	\$ 104,600	\$ 673	1%
Expenditures	\$ 920,000	\$ 76,667	\$ 1,589	2%	\$ 153,333	\$ 3,926	3%
Contingency & Ending Balance (Budgetary):	\$ 87,600				\$ 87,600	\$ 641,520	Budgetary Balance**

<b>Debt Service, Gen Obligation and Bancroft:</b>							
Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ 400	1%	\$ 92,500	\$ 251	0%
Expenditures	\$ 50,000	\$ 4,167	\$ 417	10%	\$ 8,333	\$ 833	10%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 86,833	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ -				\$ -	\$ 85,613	Budgetary Balance**

<b>Transportation Capital Projects:</b>							
Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 18,879	29%	\$ 131,250	\$ 63,697	49%
Transfers in	\$ 1,965,000	\$ 163,750	\$ 7,742	5%	\$ 327,500	\$ 7,742	2%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 18,057	2%	\$ 1,498,497	\$ 49,831	3%
Transfers out	\$ 5,000	\$ 417	\$ -	0%	\$ 833	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ -				\$ -	\$ 7,203,920	Budgetary Balance**

<b>Solid Waste and Capital Projects:</b>							
Beginning Balance	\$ 1,568,898				\$ 1,568,898	\$ 1,658,066	
Revenues	\$ 716,141	\$ 59,678	\$ 126,627	212%	\$ 119,357	\$ 129,852	109%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 833	\$ -	0%
Expenditures	\$ 1,801,386	\$ 150,116	\$ 65,672	44%	\$ 300,231	\$ 75,178	25%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 4,833	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ 459,653				\$ 459,653	\$ 1,712,741	Budgetary Balance**

<b>Storm Water and Storm Water Capital Projects:</b>							
Beginning Balance	\$ 1,777,098				\$ 1,777,098	\$ 1,993,818	
Revenues	\$ 2,665,250	\$ 222,104	\$ 178,431	80%	\$ 444,208	\$ 359,930	81%
Transfers in	\$ 1,370,000	\$ 114,167	\$ -	0%	\$ 228,333	\$ -	0%
Expenditures	\$ 4,063,196	\$ 338,600	\$ 73,884	22%	\$ 677,199	\$ 241,311	36%
Transfers out	\$ 1,375,000	\$ 114,583.33	\$ -	0%	\$ 229,167	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ 374,152				\$ 374,152	\$ 2,112,437	Budgetary Balance**

<b>Lands and Buildings Capital Projects:</b>							
Beginning Balance	\$ 4,222,893				\$ 4,222,893	\$ 4,390,187	
Revenues	\$ 5,486,500	\$ 457,208	\$ 19,559	4%	\$ 914,417	\$ 172,011	19%
Transfers in	\$ 1,007,100	\$ 83,925	\$ 46,221	55%	\$ 167,850	\$ 52,611	31%
Expenditures	\$ 10,566,493	\$ 880,541	\$ 139,687	16%	\$ 1,761,082	\$ 156,505	9%
Ending Balance/Contingency (Budgetary):	\$ -				\$ -	\$ 4,458,304	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
August 31, 2020  
*Unaudited Budget to Actuals*

	ANNUAL BUDGET	August BUDGET	August ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,415,849				\$ 1,415,849	\$ 1,982,240	
Revenues	\$ 8,011,430	\$ 667,619	\$ 727,108	109%	\$ 1,335,238	\$ 1,367,063	102%
Expenditures	\$ 5,914,654	\$ 492,888	\$ 316,849	64%	\$ 985,776	\$ 537,584	55%
Transfers out	\$ 1,890,000	\$ 157,500	\$ -	0%	\$ 315,000	\$ -	0%
Contingency & Ending Balance (Budgetary); \$	1,657,625				\$ 1,657,625	\$ 2,811,719	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 6,188,744				\$ 6,188,744	\$ 6,992,618	
Revenues	\$ 331,250	\$ 27,604	\$ 49,376	179%	\$ 55,208	\$ 173,474	314%
Transfers in	\$ 1,995,000	\$ 166,250	\$ -	0%	\$ 332,500	\$ -	0%
Expenditures	\$ 8,479,994	\$ 706,666	\$ 116,145	16%	\$ 1,413,332	\$ 123,890	9%
Contingency & Ending Balance (Budgetary); \$	-				\$ -	\$ 7,042,203	Budgetary Balance**
<b>Water Fund:</b>							
Beginning Balance	\$ 1,630,438				\$ 1,630,438	\$ 1,841,293	
Revenues	\$ 8,665,654	\$ 722,138	\$ 1,071,388	148%	\$ 1,444,276	\$ 1,989,751	138%
Expenditures	\$ 5,127,234	\$ 427,270	\$ 372,809	87%	\$ 854,539	\$ 622,053	73%
Transfers out	\$ 3,755,000	\$ 312,917	\$ -	0%	\$ 625,833	\$ -	0%
Contingency & Ending Balance (Budgetary); \$	1,413,858				\$ 1,413,858	\$ 3,208,991	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 15,651,622				\$ 15,651,622	\$ 16,273,117	
Revenues	\$ 201,000	\$ 16,750	\$ 74,649	446%	\$ 33,500	\$ 225,333	673%
Transfers in	\$ 3,540,000	\$ 295,000	\$ -	0%	\$ 590,000	\$ -	0%
Expenditures	\$ 19,357,622	\$ 1,613,135	\$ 127,543	8%	\$ 3,226,270	\$ 152,613	5%
Contingency & Ending Balance (Budgetary); \$	-				\$ -	\$ 16,345,837	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 220,603				\$ 220,603	\$ 245,456	
Revenues	\$ 1,227,393	\$ 102,283	\$ 101,555	99%	\$ 204,566	\$ 203,056	99%
Expenditures	\$ 1,163,382	\$ 96,949	\$ 80,438	83%	\$ 193,897	\$ 135,192	70%
Contingency & Ending Balance (Budgetary); \$	284,614				\$ 284,614	\$ 313,320	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 2,905,999				\$ 2,905,999	\$ 3,068,067	
Revenues	\$ 2,265,104	\$ 188,759	\$ 122,880	65%	\$ 377,517	\$ 226,926	60%
Transfers in	\$ 55,000	\$ 4,583	\$ -	0%	\$ 9,167	\$ -	0%
Expenditures	\$ 1,225,000	\$ 102,083	\$ 23,225	23%	\$ 204,167	\$ 72,443	35%
Contingency & Ending Balance (Budgetary); \$	4,001,103				\$ 4,001,103	\$ 3,222,550	Budgetary Balance**



CITY OF GRANTS PASS  
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August 31, 2020  
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	ANNUAL BUDGET	August BUDGET	August ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Information Technology:</b>							
Beginning Balance	\$ 305,000				\$ 305,000	\$ 379,647	
Revenues	\$ 1,128,856	\$ 94,071	\$ 94,317	100%	\$ 188,143	\$ 188,622	100%
Expenditures	\$ 1,000,553	\$ 83,379	\$ 59,349	71%	\$ 166,759	\$ 206,972	124%
Contingency & Ending Balance (Budgetary);	\$ 353,303				\$ 353,303	\$ 361,296	Budgetary Balance**
<b>Property Management:</b>							
Beginning Balance	\$ 267,176				\$ 267,176	\$ 275,777	
Revenues	\$ 732,713	\$ 61,059	\$ 61,831	101%	\$ 122,119	\$ 128,054	105%
Expenditures	\$ 892,453	\$ 74,371.08	\$ 58,204	78%	\$ 148,742	\$ 122,889	83%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary);	\$ 107,436				\$ 107,436	\$ 280,942	Budgetary Balance**
<b>Engineering:</b>							
Beginning Balance	\$ 387,642				\$ 387,642	\$ 257,272	
Revenues	\$ 1,209,700	\$ 100,808	\$ 160,338	159%	\$ 201,617	\$ 268,442	133%
Expenditures	\$ 1,193,605	\$ 99,467	\$ 110,958	112%	\$ 198,934	\$ 173,643	87%
Contingency & Ending Balance (Budgetary);	\$ 403,737				\$ 403,737	\$ 352,070	Budgetary Balance**
<b>Community Dev. Management:</b>							
Beginning Balance	\$ 63,337				\$ 63,337	\$ 331,258	
Revenues	\$ 620,771	\$ 51,731	\$ 51,604	100%	\$ 103,462	\$ 103,188	100%
Expenditures	\$ 603,727	\$ 50,311	\$ 43,074	86%	\$ 100,621	\$ 102,933	102%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary);	\$ 80,381				\$ 80,381	\$ 331,513	Budgetary Balance**
<b>Public Works Administration</b>							
Beginning Balance	\$ 351,159				\$ 351,159	\$ 453,893	
Revenues	\$ 998,050	\$ 83,171	\$ 80,375	97%	\$ 166,342	\$ 155,577	94%
Expenditures	\$ 945,165	\$ 78,764	\$ 57,461	73%	\$ 157,528	\$ 116,867	74%
Transfers out	\$ 110,000	\$ 9,167	\$ -	0%	\$ 18,333	\$ -	0%
Contingency & Ending Balance (Budgetary);	\$ 294,044				\$ 294,044	\$ 492,604	Budgetary Balance**
<b>Insurance Funds &amp; PERS Reserve Funds:</b>							
Beginning Balance	\$ 4,217,101				\$ 4,217,101	\$ 4,526,298	
Revenues	\$ 962,023	\$ 80,169	\$ 85,590	107%	\$ 160,337	\$ 156,402	98%
Expenditures	\$ 3,620,649	\$ 301,721	\$ 31,926	11%	\$ 603,442	\$ 794,952	132%
Contingency & Ending Balance (Budgetary);	\$ 1,558,475				\$ 1,558,475	\$ 3,887,747	Budgetary Balance**



**Unaudited Budget to Actuals**

Jos. County/City of GP Solid Waste Agency:									
Beginning Balance	\$	2,059,153		\$	2,059,153	\$	2,025,321		
Revenues	\$	530,000	\$	44,167	\$	39,718	90%		
Expenditures	\$	525,600	\$	43,800	\$	5,410	12%		
Contingency & Ending Balance (Budgetary)	\$	2,063,553		\$	2,063,553	\$	2,059,629	Budgetary Balance**	

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans. For the months of August-May month-to-date results are fairly representative of a month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year.

<b>Debt Outstanding (in principal amounts):</b>	
Public Safety and 911 Building Loan	\$ 6,000,000
City Wastewater Utility 2009 Refunding Bonds	\$ 905,000
City Wastewater Utility 2017 Revenue Bonds	\$ 9,035,000
City Wastewater Utility 2018 Revenue Bonds	\$ 6,155,000
City Water Full Faith & Credit Bonds	\$ 1,425,000
Total Non-Bonded Debt	\$ -
<b>TOTAL</b>	<b>23,520,000</b>
Total net debt allocable to the limit as a % of debt limit (est.) 4.72%	

CITY OF GRANTS PASS  
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ANNUAL BUDGET	September BUDGET	September ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
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**General Fund:**

<b>Revenues</b>						
Beginning Balance	\$ 12,009,094			\$ 12,009,094	\$ 12,761,767	
Property Tax	\$ 19,556,900	\$ 1,629,741.67	\$ 83,249	\$ 4,889,225	\$ 83,249	1.7%
Franchise & Other Taxes	\$ 3,622,500	\$ 301,875	\$ 118,968	\$ 905,625	\$ 332,800	36.7%
Licenses & Permits	\$ 419,800	\$ 34,983	\$ 61,734	\$ 104,950	\$ 173,828	166%
Inter-Governmental & Grants	\$ 2,504,400	\$ 208,700	\$ 255,597	\$ 626,100	\$ 394,327	63%
Fees & Charges for Service	\$ 1,433,000	\$ 119,417	\$ 219,939	\$ 358,250	\$ 487,002	136%
Interest Income (misc)	\$ 110,000	\$ 9,167	\$ 10,412	\$ 27,500	\$ 28,536	104%
Other Revenue	\$ 167,900	\$ 13,992	\$ 2,634	\$ 41,975	\$ 8,165	19%
Transfers in	\$ 1,270,000	\$ 105,833	\$ -	\$ 317,500	\$ 250,913	79%
<b>TOTAL RESOURCES</b>	<b>\$ 41,093,594</b>	<b>\$ 2,423,708</b>	<b>\$ 752,532</b>	<b>\$ 19,280,219</b>	<b>\$ 14,520,587</b>	<b>75%</b>

**Expenditures**

Council and General Operations	\$ 417,042	\$ 34,753.50	\$ 20,870	\$ 104,260.50	\$ 85,017	82%
Public Safety	\$ 26,312,566	\$ 2,192,714	\$ 1,847,437	\$ 6,578,142	\$ 5,412,076	82%
Parks & Recreation	\$ 2,994,189	\$ 249,516	\$ 242,006	\$ 748,547	\$ 640,196.49	86%
Community Development	\$ 1,932,159	\$ 161,013	\$ 120,440	\$ 483,040	\$ 324,295.49	67%
Economic Dev/Tourism/Downtown Dev.	\$ 1,282,874	\$ 106,906	\$ 88,337	\$ 320,719	\$ 234,730	73%
Transfers out	\$ 100,000	\$ 8,333	\$ -	\$ 25,000	\$ 6,390	26%
Contingency & Ending Balance (Budgetary)	\$ 6,742,766			\$ 6,742,766	\$ 6,110,214.93	
Ending Balance Building (Budgetary Basis)	\$ 1,311,998			\$ 1,311,998	\$ 1,707,667	
<b>TOTAL REQUIREMENTS</b>	<b>\$ 41,093,594</b>	<b>\$ 2,753,236</b>	<b>\$ 2,319,090</b>	<b>\$ 16,314,472</b>	<b>\$ 14,520,587</b>	

**Lodging Tax:**

Beginning Balance	\$ -			\$ -	\$ 7,706	
Revenues	\$ 1,278,900	\$ 106,575	\$ 0	\$ 319,725	\$ 291,368	91%
Expenditures	\$ 11,800	\$ 983	\$ 625	\$ 2,950	\$ 1,875	64%
Transfers out	\$ 1,267,100	\$ 105,592	\$ -	\$ 316,775	\$ 297,133	94%
Contingency & Ending Balance (Budgetary)	\$ -			\$ -	\$ 65	Budgetary Balance**

**Street Utility:**

Beginning Balance	\$ 623,726			\$ 623,726	\$ 549,085	
Revenues	\$ 3,888,013	\$ 324,001	\$ 305,994	\$ 972,003	\$ 641,733	66%
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenditures	\$ 2,089,497	\$ 174,125	\$ 173,171	\$ 522,374	\$ 428,944	82%
Transfers out	\$ 1,825,000	\$ 152,083	\$ 10,668	\$ 456,250	\$ 18,410	4%
Contingency & Ending Balance (Budgetary)	\$ 597,242			\$ 597,242	\$ 743,464	Budgetary Balance**

CITY OF GRANTS PASS  
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	ANNUAL BUDGET	September BUDGET	September ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ 109,654	210%	\$ 156,900	\$ 110,327	70%
Expenditures	\$ 920,000	\$ 76,667	\$ 11,578	15%	\$ 230,000	\$ 15,503	7%
Contingency & Ending Balance (Budgetary):	\$ 87,600				\$ 87,600	\$ 739,596	Budgetary Balance**

<b>Debt Service, Gen Obligation and Bancroft:</b>							
Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ 23,158	50%	\$ 138,750	\$ 23,409	17%
Expenditures	\$ 50,000	\$ 4,167	\$ 1,867	45%	\$ 12,500	\$ 2,700	22%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 130,250	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ -				\$ -	\$ 106,904	Budgetary Balance**

<b>Transportation Capital Projects:</b>							
Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 169,530	258%	\$ 196,875	\$ 233,227	118%
Transfers in	\$ 1,965,000	\$ 163,750	\$ 10,668	7%	\$ 491,250	\$ 18,410	4%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 218,584	29%	\$ 2,247,745	\$ 268,415	12%
Transfers out	\$ 5,000	\$ 417	\$ -	0%	\$ 1,250	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ -				\$ -	\$ 7,165,534	Budgetary Balance**

<b>Solid Waste and Capital Projects:</b>							
Beginning Balance	\$ 1,568,898				\$ 1,568,898	\$ 1,658,066	
Revenues	\$ 716,141	\$ 59,678	\$ 45,602	76%	\$ 179,035	\$ 175,454	98%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 1,250	\$ -	0%
Expenditures	\$ 1,801,386	\$ 150,116	\$ 55,613	37%	\$ 450,347	\$ 130,790	29%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 7,250	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ 459,653				\$ 459,653	\$ 1,702,730	Budgetary Balance**

<b>Storm Water and Storm Water Capital Projects:</b>							
Beginning Balance	\$ 1,777,098				\$ 1,777,098	\$ 1,993,818	
Revenues	\$ 2,665,250	\$ 222,104	\$ 185,202	83%	\$ 666,313	\$ 545,132	82%
Transfers in	\$ 1,370,000	\$ 114,167	\$ -	0%	\$ 342,500	\$ -	0%
Expenditures	\$ 4,063,196	\$ 338,600	\$ 187,829	55%	\$ 1,015,799	\$ 429,139	42%
Transfers out	\$ 1,375,000	\$ 114,583.33	\$ -	0%	\$ 343,750	\$ -	0%
Contingency & Ending Balance (Budgetary):	\$ 374,152				\$ 374,152	\$ 2,109,811	Budgetary Balance**

<b>Lands and Buildings Capital Projects:</b>							
Beginning Balance	\$ 4,222,893				\$ 4,222,893	\$ 4,390,187	
Revenues	\$ 5,486,500	\$ 457,208	\$ 31,877	7%	\$ 1,371,625	\$ 203,888	15%
Transfers in	\$ 1,007,100	\$ 83,925	\$ -	0%	\$ 251,775	\$ 52,611	21%
Expenditures	\$ 10,566,493	\$ 880,541	\$ 214,758	24%	\$ 2,641,623	\$ 371,263	14%
Ending Balance/Contingency (Budgetary):	\$ -				\$ -	\$ 4,275,423	Budgetary Balance**



CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
September 30, 2020  
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	ANNUAL BUDGET	September BUDGET	September ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,415,849				\$ 1,415,849	\$ 1,982,240	
Revenues	\$ 8,011,430	\$ 667,619	\$ 725,334	109%	\$ 2,002,858	\$ 2,092,397	104%
Expenditures	\$ 5,914,654	\$ 492,888	\$ 303,305	62%	\$ 1,478,664	\$ 840,889	57%
Transfers out	\$ 1,890,000	\$ 157,500	\$ -	0%	\$ 472,500	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 1,657,625				\$ 1,657,625	\$ 3,233,748	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 6,188,744				\$ 6,188,744	\$ 6,992,618	
Revenues	\$ 331,250	\$ 27,604	\$ 95,604	346%	\$ 82,813	\$ 269,079	325%
Transfers in	\$ 1,995,000	\$ 166,250	\$ -	0%	\$ 498,750	\$ -	0%
Expenditures	\$ 8,479,994	\$ 706,666	\$ 22,521	3%	\$ 2,119,999	\$ 146,411	7%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 7,115,287	Budgetary Balance**
<b>Water Fund:</b>							
Beginning Balance	\$ 1,630,438				\$ 1,630,438	\$ 1,841,293	
Revenues	\$ 8,865,654	\$ 722,138	\$ 1,005,154	139%	\$ 2,166,414	\$ 2,994,904	138%
Expenditures	\$ 5,127,234	\$ 427,270	\$ 389,134	91%	\$ 1,281,809	\$ 1,011,186	79%
Transfers out	\$ 3,755,000	\$ 312,917	\$ -	0%	\$ 938,750	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 1,413,858				\$ 1,413,858	\$ 3,825,011	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 15,651,622				\$ 15,651,622	\$ 16,273,117	
Revenues	\$ 201,000	\$ 16,750	\$ 87,191	521%	\$ 50,250	\$ 312,524	622%
Transfers in	\$ 3,540,000	\$ 295,000	\$ -	0%	\$ 885,000	\$ -	0%
Expenditures	\$ 19,357,622	\$ 1,613,135	\$ 2,739,784	170%	\$ 4,839,406	\$ 2,892,397	60%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 13,693,244	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 220,603				\$ 220,603	\$ 245,456	
Revenues	\$ 1,227,393	\$ 102,283	\$ 105,593	103%	\$ 306,848	\$ 308,649	101%
Expenditures	\$ 1,163,382	\$ 96,949	\$ 85,031	88%	\$ 290,846	\$ 220,223	76%
Contingency & Ending Balance (Budgetary)	\$ 284,614				\$ 284,614	\$ 333,882	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 2,905,999				\$ 2,905,999	\$ 3,068,067	
Revenues	\$ 2,265,104	\$ 188,759	\$ 126,051	67%	\$ 566,276	\$ 352,977	62%
Transfers in	\$ 55,000	\$ 4,583	\$ -	0%	\$ 13,750	\$ -	0%
Expenditures	\$ 1,225,000	\$ 102,083	\$ 15,807	15%	\$ 306,250	\$ 88,250	29%
Contingency & Ending Balance (Budgetary)	\$ 4,001,103				\$ 4,001,103	\$ 3,332,793	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 September 30, 2020  
 Unaudited Budget to Actuals

	ANNUAL BUDGET	September BUDGET	September ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Information Technology:</b>							
Beginning Balance	\$ 305,000				\$ 305,000	\$ 379,647	
Revenues	\$ 1,128,856	\$ 94,071	\$ 94,521	100%	\$ 282,214	\$ 283,143	100%
Expenditures	\$ 1,000,553	\$ 83,379	\$ 62,178	75%	\$ 250,138	\$ 269,150	108%
Contingency & Ending Balance (Budgetary)	\$ 353,303				\$ 353,303	\$ 393,639	Budgetary Balance**
<b>Property Management:</b>							
Beginning Balance	\$ 267,176				\$ 267,176	\$ 275,777	
Revenues	\$ 732,713	\$ 61,059	\$ 61,997	102%	\$ 183,178	\$ 190,050	104%
Expenditures	\$ 892,453	\$ 74,371.08	\$ 67,122	90%	\$ 223,113	\$ 190,010	85%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 107,436				\$ 107,436	\$ 275,817	Budgetary Balance**
<b>Engineering:</b>							
Beginning Balance	\$ 387,642				\$ 387,642	\$ 257,272	
Revenues	\$ 1,209,700	\$ 100,808	\$ 80,706	80%	\$ 302,425	\$ 349,147	115%
Expenditures	\$ 1,193,605	\$ 99,467	\$ 100,868	101%	\$ 298,401	\$ 274,512	92%
Contingency & Ending Balance (Budgetary)	\$ 403,737				\$ 403,737	\$ 331,908	Budgetary Balance**
<b>Community Dev. Management:</b>							
Beginning Balance	\$ 63,337				\$ 63,337	\$ 331,258	
Revenues	\$ 620,771	\$ 51,731	\$ 51,765	100%	\$ 155,193	\$ 154,953	100%
Expenditures	\$ 603,727	\$ 50,311	\$ 43,467	86%	\$ 150,932	\$ 146,399	97%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 80,381				\$ 80,381	\$ 339,811	Budgetary Balance**
<b>Public Works Administration</b>							
Beginning Balance	\$ 351,159				\$ 351,159	\$ 453,893	
Revenues	\$ 998,050	\$ 83,171	\$ 92,289	111%	\$ 249,513	\$ 247,866	99%
Expenditures	\$ 945,165	\$ 78,764	\$ 55,674	71%	\$ 236,291	\$ 172,541	73%
Transfers out	\$ 110,000	\$ 9,167	\$ -	0%	\$ 27,500	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 294,044				\$ 294,044	\$ 529,218	Budgetary Balance**
<b>Insurance Funds &amp; PERS Reserve Funds:</b>							
Beginning Balance	\$ 4,217,101				\$ 4,217,101	\$ 4,526,298	
Revenues	\$ 982,023	\$ 80,169	\$ 86,770	108%	\$ 240,506	\$ 243,172	101%
Expenditures	\$ 3,620,649	\$ 301,721	\$ 35,584	12%	\$ 905,162	\$ 830,536	92%
Contingency & Ending Balance (Budgetary)	\$ 1,558,475				\$ 1,558,475	\$ 3,938,934	Budgetary Balance**

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 September 30, 2020  
 Unaudited Budget to Actuals

ANNUAL BUDGET	September BUDGET	September ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Administrative Services Fund:</b>						
Beginning Balance	\$ 1,424,327			\$ 1,424,327	\$ 1,388,977	
Revenues	\$ 3,955,828	\$ 329,652	\$ 361,765	110%	\$ 1,018,211	103%
Expenditures	\$ 4,207,288	\$ 350,607	\$ 291,231	83%	\$ 846,908	81%
Transfers out	\$ 65,000	\$ 5,417	\$ -	0%	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 1,107,867			\$ 1,107,867	\$ 1,560,280	Budgetary Balance**

<b>City of Grants Pass Urban Renewal Agency:</b>						
Beginning Balance	\$ 1,125,000			\$ 1,125,000	\$ 1,147,247	
Revenues	\$ 1,216,755	\$ 101,396	\$ 4,395	4%	\$ 6,317	2%
Expenditures	\$ 2,311,500	\$ 192,625	\$ 7,558	4%	\$ 9,158	2%
Contingency & Ending Balance (Budgetary)	\$ 30,255			\$ 30,255	\$ 1,144,407	Budgetary Balance**

<b>Jos. County/City of GP Solid Waste Agency:</b>						
Beginning Balance	\$ 2,059,153			\$ 2,059,153	\$ 2,025,321	
Revenues	\$ 530,000	\$ 44,167	\$ 38,355	87%	\$ 79,914	60%
Expenditures	\$ 525,600	\$ 43,800	\$ 17,717	40%	\$ 24,968	19%
Contingency & Ending Balance (Budgetary)	\$ 2,063,553			\$ 2,063,553	\$ 2,080,267	Budgetary Balance**

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.  
 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a

<b>Investments:</b>		Average Yield	
Oregon State LGIP	\$ 47,447,007	1.00%	
Bank Savings & Money Market	\$ 562,275	0.16%	
US Treasury & US Agency Bonds	\$ 3,888,885	1.32%	
Bank Time Deposits	\$ 9,430,614	2.25%	
<b>TOTAL</b>	<b>\$ 61,328,782</b>	<b>1.20%</b>	<b>Overall Average</b>

<b>Debt Outstanding (in principal amounts):</b>		
Public Safety and 911 Building Loan	\$ 6,000,000	
City Wastewater Utility 2009 Refunding Bonds	\$ 905,000	
City Wastewater Utility 2017 Revenue Bonds	\$ 9,035,000	
City Wastewater Utility 2018 Revenue Bonds	\$ 6,155,000	
City Water Full Faith & Credit Bonds	\$ 1,425,000	
Total Non-Bonded Debt	\$ -	
<b>TOTAL</b>	<b>23,520,000</b>	
Total net debt applicable to the limit as % of debt limit: (est.)		4.72%



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 110

### GENERAL FUND REVENUE REPORT

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
<b>110 GENERAL FUND</b>						
<b>02 GENERAL OPERATIONS</b>						
31 TAXES	3,472,500	3,472,500	282,377.42	68,545.11	3,190,122.58	8.1%
32 LICENSES AND PERMITS	8,500	8,500	5,760.00	1,000.00	2,740.00	67.8%
33 INTERGOVERNMENTAL RE	1,132,000	1,132,000	134,002.63	130,380.07	997,997.37	11.8%
34 CHARGES FOR SERVICES	713,000	713,000	241,933.94	82,833.32	471,066.06	33.9%
36 INTEREST	100,000	100,000	24,434.85	6,310.74	75,565.15	24.4%
49 OTHER REVENUE	5,000	5,000	.00	.00	5,000.00	.0%
TOTAL GENERAL OPERATIONS	5,431,000	5,431,000	688,508.84	289,069.24	4,742,491.16	12.7%
<b>14 PS-FIRE RESCUE DIVISION</b>						
31 TAXES	6,258,000	6,258,000	26,639.76	26,639.76	6,231,360.24	.4%
32 LICENSES AND PERMITS	2,000	2,000	.00	.00	2,000.00	.0%
33 INTERGOVERNMENTAL RE	156,200	156,200	26,128.34	12,947.74	130,071.66	16.7%
34 CHARGES FOR SERVICES	2,000	2,000	50.00	40.00	1,950.00	2.5%
49 OTHER REVENUE	500	500	42.00	.00	458.00	8.4%
TOTAL PS-FIRE RESCUE DIVISION	6,418,700	6,418,700	52,860.10	39,627.50	6,365,839.90	.8%
<b>15 PS-POLICE DIVISION</b>						
31 TAXES	10,469,000	10,469,000	94,345.23	94,345.23	10,374,654.77	.9%
33 INTERGOVERNMENTAL RE	545,200	545,200	67,503.50	57,854.79	477,696.50	12.4%
34 CHARGES FOR SERVICES	162,000	162,000	3,458.75	925.00	158,541.25	2.1%
35 FINES & FORFEITURES	225,000	225,000	35,201.14	17,726.73	189,798.86	15.6%
49 OTHER REVENUE	122,600	122,600	3,195.51	1,396.96	119,404.49	2.6%
50 TRANSFERS	247,100	247,100	46,220.74	.00	200,879.26	18.7%
TOTAL PS-POLICE DIVISION	11,770,900	11,770,900	249,924.87	172,248.71	11,520,975.13	2.1%
<b>16 PS-SUPPORT DIVISION</b>						





## GRANTS PASS

### YEAR-TO-DATE REPORT AS OF 9/30/20 REVENUE FUND 110

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
31 TAXES	2,933,000	2,933,000	12,487.39	12,487.39	2,920,512.61	.4%
33 INTERGOVERNMENTAL RE	663,000	663,000	163,242.69	54,414.23	499,757.31	24.6%
TOTAL PS-SUPPORT DIVISION	3,596,000	3,596,000	175,730.08	66,901.62	3,420,269.92	4.9%
<b>18 CRISIS SUPPORT</b>						
31 TAXES	46,900	46,900	199.80	199.80	46,700.20	.4%
TOTAL CRISIS SUPPORT	46,900	46,900	199.80	199.80	46,700.20	.4%
<b>21 BUILDING AND SAFETY</b>						
32 LICENSES AND PERMITS	395,300	395,300	166,861.03	60,394.04	228,438.97	42.2%
34 CHARGES FOR SERVICES	200,000	200,000	161,322.17	101,669.33	38,677.83	80.7%
36 INTEREST	10,000	10,000	4,101.26	4,101.26	5,898.74	41.0%
49 OTHER REVENUE	3,500	3,500	.00	.00	3,500.00	.0%
TOTAL BUILDING AND SAFETY	608,800	608,800	332,284.46	166,164.63	276,515.54	54.6%
<b>22 PLANNING</b>						
32 LICENSES AND PERMITS	8,000	8,000	1,206.86	339.73	6,793.14	15.1%
34 CHARGES FOR SERVICES	121,000	121,000	43,288.60	15,624.27	77,711.40	35.8%
49 OTHER REVENUE	400	400	250.00	.00	150.00	62.5%
TOTAL PLANNING	129,400	129,400	44,745.46	15,964.00	84,654.54	34.6%
<b>35 ECONOMIC DEVELOPMENT</b>						
33 INTERGOVERNMENTAL RE	5,000	5,000	.00	.00	5,000.00	.0%
50 TRANSFERS	147,800	147,800	34,665.56	.00	113,134.44	23.5%
TOTAL ECONOMIC DEVELOPMENT	152,800	152,800	34,665.56	.00	118,134.44	22.7%
<b>36 TOURISM PROMOTION SERVICE</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 110

FOR 2021 03

	ORIGINAL ESTIM. REV	REVISED EST. REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
50 TRANSFERS	530,200	530,200	89,140.01	.00	441,059.99	16.8%
TOTAL TOURISM PROMOTION SERVICE	530,200	530,200	89,140.01	.00	441,059.99	16.8%
<b>37 DOWNTOWN DEVELOPMENT</b>						
32 LICENSES AND PERMITS	6,000	6,000	.00	.00	6,000.00	.0%
35 FINES & FORFEITURES	10,000	10,000	1,747.00	1,120.00	8,253.00	17.5%
49 OTHER REVENUE	2,300	2,300	1,313.77	315.71	986.23	57.1%
50 TRANSFERS	147,800	147,800	34,665.56	.00	113,134.44	23.5%
TOTAL DOWNTOWN DEVELOPMENT	166,100	166,100	37,726.33	1,435.71	128,373.67	22.7%
<b>41 PARKS MAINTENANCE SERVICE</b>						
33 INTERGOVERNMENTAL RE	3,000	3,000	3,450.00	.00	-450.00	115.0%
49 OTHER REVENUE	32,300	32,300	3,363.44	921.12	28,936.56	10.4%
50 TRANSFERS	197,100	197,100	46,220.74	.00	150,879.26	23.5%
TOTAL PARKS MAINTENANCE SERVICE	232,400	232,400	53,034.18	921.12	179,365.82	22.8%
<b>42 RECREATION SERVICES</b>						
49 OTHER REVENUE	100	100	.00	.00	100.00	.0%
TOTAL RECREATION SERVICES	100	100	.00	.00	100.00	.0%
<b>43 AQUATIC SERVICES</b>						
49 OTHER REVENUE	1,200	1,200	.00	.00	1,200.00	.0%
TOTAL AQUATIC SERVICES	1,200	1,200	.00	.00	1,200.00	.0%
TOTAL GENERAL FUND	29,084,500	29,084,500	1,758,819.69	752,532.33	27,325,680.31	6.0%
TOTAL REVENUES	29,084,500	29,084,500	1,758,819.69	752,532.33	27,325,680.31	
GRAND TOTAL	29,084,500	29,084,500	1,758,819.69	752,532.33	27,325,680.31	6.0%

\*\* END OF REPORT - Generated by Mindy Ellerman \*\*



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

### REVENUE REPORT - ALL OTHER FUNDS

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
<b>220 LODGING TAX FUND</b>						
31 TAXES	1,278,900	1,278,900	291,235.55	.00	987,664.45	22.8%
36 INTEREST	0	0	132.29	.08	-132.29	100.0%
TOTAL LODGING TAX FUND	1,278,900	1,278,900	291,367.84	.08	987,532.16	22.8%
TOTAL REVENUES	1,278,900	1,278,900	291,367.84	.08	987,532.16	
<b>230 STREET UTILITY</b>						
32 LICENSES AND PERMITS	10,000	10,000	4,416.31	1,938.02	5,583.69	44.2%
33 INTERGOVERNMENTAL RE	2,786,413	2,786,413	368,198.10	213,358.99	2,418,214.90	13.2%
34 CHARGES FOR SERVICES	1,077,000	1,077,000	265,266.86	90,019.67	811,733.14	24.6%
36 INTEREST	12,000	12,000	1,363.34	677.38	10,636.66	11.4%
49 OTHER REVENUE	2,600	2,600	2,488.44	.00	111.56	95.7%
TOTAL STREET UTILITY	3,888,013	3,888,013	641,733.05	305,994.06	3,246,279.95	16.5%
TOTAL REVENUES	3,888,013	3,888,013	641,733.05	305,994.06	3,246,279.95	
<b>251 CDB GRANT HUD FUND</b>						
33 INTERGOVERNMENTAL RE	620,000	620,000	107,239.76	107,239.76	512,760.24	17.3%
36 INTEREST	500	500	-106.44	15.89	606.44	-21.3%
TOTAL CDB GRANT HUD FUND	620,500	620,500	107,133.32	107,255.65	513,366.68	17.3%
TOTAL REVENUES	620,500	620,500	107,133.32	107,255.65	513,366.68	
<b>262 HOUSING/URBAN DEVELOPMENT FUND</b>						
36 INTEREST	2,500	2,500	3,194.13	2,398.56	-694.13	127.8%
49 OTHER REVENUE	4,600	4,600	.00	.00	4,600.00	.0%
TOTAL HOUSING/URBAN DEVELOPMENT F	7,100	7,100	3,194.13	2,398.56	3,905.87	45.0%
TOTAL REVENUES	7,100	7,100	3,194.13	2,398.56	3,905.87	
<b>410 DEBT SERVICE/GEN OBLIG BOND FU</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
<b>31 TAXES</b>	5,000	5,000	2,201.27	2,201.27	2,798.73	44.0%
<b>36 INTEREST</b>	0	0	77.13	35.62	-77.13	100.0%
<b>TOTAL DEBT SERVICE/GEN OBLIG BOND</b>	5,000	5,000	2,278.40	2,236.89	2,721.60	45.6%
<b>TOTAL REVENUES</b>	5,000	5,000	2,278.40	2,236.89	2,721.60	
<b>490 DEBT SERVICE/BANCROFT BOND FUN</b>						
<b>36 INTEREST</b>	0	0	61.62	36.01	-61.62	100.0%
<b>37 SPECIAL ASSMT FINANC</b>	50,000	50,000	21,069.33	20,885.15	28,930.67	42.1%
<b>39 OTHER FINANCING SOUR</b>	500,000	500,000	.00	.00	500,000.00	.0%
<b>TOTAL DEBT SERVICE/BANCROFT BOND</b>	550,000	550,000	21,130.95	20,921.16	528,869.05	3.8%
<b>TOTAL REVENUES</b>	550,000	550,000	21,130.95	20,921.16	528,869.05	
<b>612 TRANSPORTATION CAPITAL PROJECT</b>						
<b>33 INTERGOVERNMENTAL RE</b>	637,500	637,500	120,000.00	120,000.00	517,500.00	18.8%
<b>36 INTEREST</b>	0	0	17,022.56	7,240.66	-17,022.56	100.0%
<b>50 TRANSFERS</b>	2,550,999	2,550,999	.00	.00	2,550,999.00	.0%
<b>TOTAL TRANSPORTATION CAPITAL PROJ</b>	3,188,499	3,188,499	137,022.56	127,240.66	3,051,476.44	4.3%
<b>TOTAL REVENUES</b>	3,188,499	3,188,499	137,022.56	127,240.66	3,051,476.44	
<b>613 ALTERNATIVE TRANSPORTATION PRO</b>						
<b>36 INTEREST</b>	0	0	746.53	332.45	-746.53	100.0%
<b>50 TRANSFERS</b>	-185,999	-185,999	18,409.93	10,667.97	-204,408.93	-9.9%
<b>TOTAL ALTERNATIVE TRANSPORTATION</b>	-185,999	-185,999	19,156.46	11,000.42	-205,155.46	-10.3%
<b>TOTAL REVENUES</b>	-185,999	-185,999	19,156.46	11,000.42	-205,155.46	
<b>614 TRANSPORTATION CAPITAL PROJECT</b>						
<b>34 CHARGES FOR SERVICES</b>	150,000	150,000	92,454.50	40,921.81	57,545.50	61.6%
<b>36 INTEREST</b>	0	0	1,180.62	329.47	-1,180.62	100.0%



## GRANTS PASS

### YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
50 TRANSFERS	-400,000	-400,000	.00	.00	-400,000.00	.0%
TOTAL TRANSPORTATION CAPITAL PROJ	-250,000	-250,000	93,635.12	41,251.28	-343,635.12	-37.5%
TOTAL REVENUES	-250,000	-250,000	93,635.12	41,251.28	-343,635.12	
<b>615 TRANSPORTATION ADVANCED FINANC</b>						
36 INTEREST	0	0	1,394.75	519.65	-1,394.75	100.0%
TOTAL TRANSPORTATION ADVANCED FIN	0	0	1,394.75	519.65	-1,394.75	100.0%
TOTAL REVENUES	0	0	1,394.75	519.65	-1,394.75	
<b>619 TRANSPORTATION CAPITAL PROJECT</b>						
36 INTEREST	0	0	428.07	186.01	-428.07	100.0%
TOTAL TRANSPORTATION CAPITAL PROJ	0	0	428.07	186.01	-428.07	100.0%
TOTAL REVENUES	0	0	428.07	186.01	-428.07	
<b>630 SOLID WASTE OPERATIONS</b>						
33 INTERGOVERNMENTAL RE	13,000	13,000	4,625.00	4,625.00	8,375.00	35.6%
36 INTEREST	4,500	4,500	1,200.96	522.37	3,299.04	26.7%
49 OTHER REVENUE	33,000	33,000	5,901.00	1,750.00	27,099.00	17.9%
50 TRANSFERS	5,000	5,000	.00	.00	5,000.00	.0%
TOTAL SOLID WASTE OPERATIONS	55,500	55,500	11,726.96	6,897.37	43,773.04	21.1%
TOTAL REVENUES	55,500	55,500	11,726.96	6,897.37	43,773.04	
<b>633 LANDFILL/POST CLOSURE OP</b>						
34 CHARGES FOR SERVICES	126,141	126,141	84,815.52	.00	41,325.48	67.2%
TOTAL LANDFILL/POST CLOSURE OP	126,141	126,141	84,815.52	.00	41,325.48	67.2%
TOTAL REVENUES	126,141	126,141	84,815.52	.00	41,325.48	
<b>635 SOLID WASTE/ENVIRON. FEES</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
34 CHARGES FOR SERVICES	500,000	500,000	73,868.65	35,704.15	426,131.35	14.8%
TOTAL SOLID WASTE/ENVIRON. FEES	500,000	500,000	73,868.65	35,704.15	426,131.35	14.8%
TOTAL REVENUES	500,000	500,000	73,868.65	35,704.15	426,131.35	
<b>638 SOLID WASTE CAPITAL PROJECTS F</b>						
36 INTEREST	6,500	6,500	5,042.96	3,000.23	1,457.04	77.6%
49 OTHER REVENUE	33,000	33,000	.00	.00	33,000.00	.0%
TOTAL SOLID WASTE CAPITAL PROJECT	39,500	39,500	5,042.96	3,000.23	34,457.04	12.8%
TOTAL REVENUES	39,500	39,500	5,042.96	3,000.23	34,457.04	
<b>640 STORMWATER UTILITY FUND</b>						
34 CHARGES FOR SERVICES	2,250,000	2,250,000	492,238.29	167,794.96	1,757,761.71	21.9%
36 INTEREST	0	0	2,270.75	1,061.29	-2,270.75	100.0%
TOTAL STORMWATER UTILITY FUND	2,250,000	2,250,000	494,509.04	168,856.25	1,755,490.96	22.0%
TOTAL REVENUES	2,250,000	2,250,000	494,509.04	168,856.25	1,755,490.96	
<b>642 STORMWATER FUND</b>						
34 CHARGES FOR SERVICES	37,750	37,750	47,459.66	15,031.05	-9,709.66	125.7%
36 INTEREST	0	0	1,041.16	466.27	-1,041.16	100.0%
50 TRANSFERS	-290,500	-290,500	.00	.00	-290,500.00	.0%
TOTAL STORMWATER FUND	-252,750	-252,750	48,500.82	15,497.32	-301,250.82	-19.2%
TOTAL REVENUES	-252,750	-252,750	48,500.82	15,497.32	-301,250.82	
<b>645 STORMWATER ADVANCED FINANCING</b>						
36 INTEREST	0	0	163.06	70.86	-163.06	100.0%
4B TRUST RECEIPTS	2,500	2,500	.00	.00	2,500.00	.0%
TOTAL STORMWATER ADVANCED FINANCI	2,500	2,500	163.06	70.86	2,336.94	6.5%
TOTAL REVENUES	2,500	2,500	163.06	70.86	2,336.94	



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
<b>648 STORMWATER CAPITAL</b>						
36 INTEREST	0	0	1,959.00	777.62	-1,959.00	100.0%
49 OTHER REVENUE	375,000	375,000	.00	.00	375,000.00	.0%
50 TRANSFERS	1,660,500	1,660,500	.00	.00	1,660,500.00	.0%
TOTAL STORMWATER CAPITAL	2,035,500	2,035,500	1,959.00	777.62	2,033,541.00	.1%
TOTAL REVENUES	2,035,500	2,035,500	1,959.00	777.62	2,033,541.00	
<b>691 GENERAL LANDS &amp; BUILDINGS CAPT</b>						
33 INTERGOVERNMENTAL RE	1,430,000	1,430,000	112,432.13	11,250.00	1,317,567.87	7.9%
34 CHARGES FOR SERVICES	14,000	14,000	6,041.00	2,100.00	7,959.00	43.2%
36 INTEREST	0	0	11,678.62	5,116.82	-11,678.62	100.0%
49 OTHER REVENUE	90,000	90,000	7,086.78	80.00	82,913.22	7.9%
4A SALE OF ASSETS	3,900,000	3,900,000	.00	.00	3,900,000.00	.0%
50 TRANSFERS	1,131,000	1,131,000	6,390.00	.00	1,124,610.00	.6%
TOTAL GENERAL LANDS & BUILDINGS C	6,565,000	6,565,000	143,628.53	18,546.82	6,421,371.47	2.2%
TOTAL REVENUES	6,565,000	6,565,000	143,628.53	18,546.82	6,421,371.47	
<b>692 LANDS &amp; BLDGS PARK LAND SDC</b>						
34 CHARGES FOR SERVICES	30,000	30,000	36,523.51	7,229.64	-6,523.51	121.7%
36 INTEREST	0	0	218.05	18.94	-218.05	100.0%
50 TRANSFERS	-53,000	-53,000	.00	.00	-53,000.00	.0%
TOTAL LANDS & BLDGS PARK LAND SDC	-23,000	-23,000	36,741.56	7,248.58	-59,741.56	-159.7%
TOTAL REVENUES	-23,000	-23,000	36,741.56	7,248.58	-59,741.56	
<b>693 LANDS &amp; BLDG PARKS RM TAX</b>						
36 INTEREST	0	0	392.86	193.37	-392.86	100.0%
50 TRANSFERS	-27,900	-27,900	46,220.74	.00	-74,120.74	-165.7%
TOTAL LANDS & BLDG PARKS RM TAX	-27,900	-27,900	46,613.60	193.37	-74,513.60	-167.1%
TOTAL REVENUES	-27,900	-27,900	46,613.60	193.37	-74,513.60	





# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
<b>694 PARKS DEVELOPMENT SDC</b>						
34 CHARGES FOR SERVICES	22,500	22,500	29,256.02	5,767.27	-6,756.02	130.0%
36 INTEREST	0	0	239.03	120.87	-259.03	100.0%
50 TRANSFERS	-43,000	-43,000	.00	.00	-43,000.00	.0%
TOTAL PARKS DEVELOPMENT SDC	-20,500	-20,500	29,515.05	5,888.14	-50,015.05	-144.0%
TOTAL REVENUES	-20,500	-20,500	29,515.05	5,888.14	-50,015.05	
<b>720 WASTEWATER</b>						
34 CHARGES FOR SERVICES	7,994,430	7,994,430	2,083,828.78	721,167.43	5,910,601.22	26.1%
36 INTEREST	11,000	11,000	5,415.79	2,659.99	5,584.21	49.2%
37 SPECIAL ASSMT FINANC	0	0	26.80	6.61	-26.80	100.0%
49 OTHER REVENUE	6,000	6,000	3,126.10	1,500.00	2,873.90	52.1%
50 TRANSFERS	35,000	35,000	.00	.00	35,000.00	.0%
TOTAL WASTEWATER	8,046,430	8,046,430	2,092,397.47	725,334.03	5,954,032.53	26.0%
TOTAL REVENUES	8,046,430	8,046,430	2,092,397.47	725,334.03	5,954,032.53	
<b>722 SEWER SDC</b>						
34 CHARGES FOR SERVICES	183,750	183,750	248,099.59	86,533.20	-64,349.59	135.0%
36 INTEREST	0	0	3,620.45	1,655.73	-3,620.45	100.0%
50 TRANSFERS	-200,000	-200,000	.00	.00	-200,000.00	.0%
TOTAL SEWER SDC	-16,250	-16,250	251,720.04	88,188.93	-267,970.04	-1549.0%
TOTAL REVENUES	-16,250	-16,250	251,720.04	88,188.93	-267,970.04	
<b>725 SEWER ADVANCED FINANCING</b>						
36 INTEREST	0	0	75.66	32.88	-75.66	100.0%
48 TRUST RECEIPTS	2,500	2,500	.00	.00	2,500.00	.0%
TOTAL SEWER ADVANCED FINANCING	2,500	2,500	75.66	32.88	2,424.34	3.0%
TOTAL REVENUES	2,500	2,500	75.66	32.88	2,424.34	
<b>728 WASTEWATER PROJECTS</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
33 INTERGOVERNMENTAL RE	145,000	145,000	.00	.00	145,000.00	.0%
36 INTEREST	0	0	17,283.15	7,382.56	-17,283.15	100.0%
50 TRANSFERS	2,160,000	2,160,000	.00	.00	2,160,000.00	.0%
TOTAL WASTEWATER PROJECTS	2,305,000	2,305,000	17,283.15	7,382.56	2,287,716.85	.7%
TOTAL REVENUES	2,305,000	2,305,000	17,283.15	7,382.56	2,287,716.85	
<b>750 WATER OPERATIONS FUNDS</b>						
34 CHARGES FOR SERVICES	8,612,404	8,612,404	2,986,653.97	1,001,304.19	5,625,750.03	34.7%
36 INTEREST	12,000	12,000	5,220.69	2,857.31	6,779.31	43.5%
49 OTHER REVENUE	41,250	41,250	3,029.45	992.04	38,220.55	7.3%
TOTAL WATER OPERATIONS FUNDS	8,665,654	8,665,654	2,994,904.11	1,005,153.54	5,670,749.89	34.6%
TOTAL REVENUES	8,665,654	8,665,654	2,994,904.11	1,005,153.54	5,670,749.89	
<b>752 WATER SDC FUND</b>						
34 CHARGES FOR SERVICES	152,250	152,250	255,862.28	69,130.29	-103,612.28	168.1%
36 INTEREST	0	0	3,382.46	1,522.35	-3,382.46	100.0%
50 TRANSFERS	-840,000	-840,000	.00	.00	-840,000.00	.0%
TOTAL WATER SDC FUND	-687,750	-687,750	259,244.74	70,652.64	-946,994.74	-37.7%
TOTAL REVENUES	-687,750	-687,750	259,244.74	70,652.64	-946,994.74	
<b>755 WATER ADVANCED FINANCING FUND</b>						
36 INTEREST	0	0	501.35	217.79	-501.35	100.0%
48 TRUST RECEIPTS	3,750	3,750	.00	-11.76	3,750.00	.0%
TOTAL WATER ADVANCED FINANCING FU	3,750	3,750	501.35	206.03	3,248.65	13.4%
TOTAL REVENUES	3,750	3,750	501.35	206.03	3,248.65	
<b>758 WATER CAPITAL PROJECTS FUND</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
33 INTERGOVERNMENTAL RE	45,000	45,000	.00	.00	45,000.00	.0%
36 INTEREST	0	0	41,456.71	16,069.50	-41,456.71	100.0%
49 OTHER REVENUE	0	0	11,320.85	262.40	-11,320.85	100.0%
50 TRANSFERS	4,380,000	4,380,000	.00	.00	4,380,000.00	.0%
TOTAL WATER CAPITAL PROJECTS FUND	4,425,000	4,425,000	52,777.56	16,331.90	4,372,222.44	1.2%
TOTAL REVENUES	4,425,000	4,425,000	52,777.56	16,331.90	4,372,222.44	
<b>811 GARAGE OPERATIONS FUND</b>						
34 CHARGES FOR SERVICES	1,215,393	1,215,393	303,848.25	101,282.75	911,544.75	25.0%
36 INTEREST	2,000	2,000	936.63	460.34	1,063.37	46.8%
49 OTHER REVENUE	10,000	10,000	3,864.00	3,850.00	6,136.00	38.6%
TOTAL GARAGE OPERATIONS FUND	1,227,393	1,227,393	308,648.88	105,593.09	918,744.12	25.1%
TOTAL REVENUES	1,227,393	1,227,393	308,648.88	105,593.09	918,744.12	
<b>812 EQUIPMENT REPLACEMENT FUND</b>						
34 CHARGES FOR SERVICES	1,215,104	1,215,104	303,776.01	101,258.67	911,327.99	25.0%
36 INTEREST	0	0	12,853.92	7,617.26	-12,853.92	100.0%
49 OTHER REVENUE	1,050,000	1,050,000	19,172.00	.00	1,030,828.00	1.8%
4A SALE OF ASSETS	0	0	17,175.00	17,175.00	-17,175.00	100.0%
50 TRANSFERS	55,000	55,000	.00	.00	55,000.00	.0%
TOTAL EQUIPMENT REPLACEMENT FUND	2,320,104	2,320,104	352,976.93	126,050.93	1,967,127.07	15.2%
TOTAL REVENUES	2,320,104	2,320,104	352,976.93	126,050.93	1,967,127.07	
<b>813 INFORMATION TECHNOLOGY FUND</b>						
34 CHARGES FOR SERVICES	1,128,856	1,128,856	282,214.02	94,071.34	846,641.98	25.0%
36 INTEREST	0	0	912.50	449.56	-912.50	100.0%
49 OTHER REVENUE	0	0	16.21	.00	-16.21	100.0%
TOTAL INFORMATION TECHNOLOGY FUND	1,128,856	1,128,856	283,142.73	94,520.90	845,713.27	25.1%
TOTAL REVENUES	1,128,856	1,128,856	283,142.73	94,520.90	845,713.27	
<b>831 PROPERTY SERVICES FUND</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
34 CHARGES FOR SERVICES	703,713	703,713	175,928.25	58,642.75	527,784.75	25.0%
36 INTEREST	3,000	3,000	855.48	391.75	2,144.52	28.5%
49 OTHER REVENUE	26,000	26,000	13,266.75	2,962.00	12,733.25	51.0%
TOTAL PROPERTY SERVICES FUND	732,713	732,713	190,050.48	61,996.50	542,662.52	25.9%
TOTAL REVENUES	732,713	732,713	190,050.48	61,996.50	542,662.52	
<b>832 ENGINEERING FUND</b>						
33 INTERGOVERNMENTAL RE	0	0	6,780.47	6,780.47	-6,780.47	100.0%
34 CHARGES FOR SERVICES	1,204,700	1,204,700	341,604.40	73,568.72	863,095.60	28.4%
36 INTEREST	5,000	5,000	762.37	356.52	4,237.63	15.2%
TOTAL ENGINEERING FUND	1,209,700	1,209,700	349,147.24	80,705.71	860,552.76	28.9%
TOTAL REVENUES	1,209,700	1,209,700	349,147.24	80,705.71	860,552.76	
<b>833 COMMUNITY DEVELOPMENT</b>						
34 CHARGES FOR SERVICES	615,771	615,771	153,942.75	51,314.25	461,828.25	25.0%
36 INTEREST	5,000	5,000	985.33	450.82	4,014.67	19.7%
49 OTHER REVENUE	0	0	25.00	.00	-25.00	100.0%
TOTAL COMMUNITY DEVELOPMENT	620,771	620,771	154,953.08	51,765.07	465,817.92	25.0%
TOTAL REVENUES	620,771	620,771	154,953.08	51,765.07	465,817.92	
<b>834 PUBLIC WORKS ADMINISTRATION</b>						
34 CHARGES FOR SERVICES	998,050	998,050	246,391.31	91,615.07	751,658.69	24.7%
36 INTEREST	0	0	1,444.43	673.63	-1,444.43	100.0%
49 OTHER REVENUE	0	0	30.00	.00	-30.00	100.0%
TOTAL PUBLIC WORKS ADMINISTRATION	998,050	998,050	247,865.74	92,288.70	750,184.26	24.8%
TOTAL REVENUES	998,050	998,050	247,865.74	92,288.70	750,184.26	
<b>861 WORKERS COMP INSURANCE</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
34 CHARGES FOR SERVICES	400,000	400,000	102,256.72	38,726.10	297,743.28	25.6%
36 INTEREST	1,000	1,000	2,206.32	997.16	-1,206.32	220.6%
49 OTHER REVENUE	7,500	7,500	545.73	.00	6,954.27	7.3%
TOTAL WORKERS COMP INSURANCE	408,500	408,500	105,008.77	39,723.26	303,491.23	25.7%
TOTAL REVENUES	408,500	408,500	105,008.77	39,723.26	303,491.23	
<b>862 GENERAL INSURANCE FUND</b>						
34 CHARGES FOR SERVICES	474,823	474,823	118,705.77	39,568.59	356,117.23	25.0%
36 INTEREST	0	0	-278.92	-64.23	278.92	100.0%
TOTAL GENERAL INSURANCE FUND	474,823	474,823	118,426.85	39,504.36	356,396.15	24.9%
TOTAL REVENUES	474,823	474,823	118,426.85	39,504.36	356,396.15	
<b>863 BENEFITS ADMINISTRATION</b>						
34 CHARGES FOR SERVICES	35,000	35,000	9,975.00	3,330.00	25,025.00	28.5%
36 INTEREST	43,700	43,700	9,761.07	4,212.43	33,938.93	22.3%
TOTAL BENEFITS ADMINISTRATION	78,700	78,700	19,736.07	7,542.43	58,963.93	25.1%
TOTAL REVENUES	78,700	78,700	19,736.07	7,542.43	58,963.93	
<b>890 ADMINISTRATIVE SERVICES FUND</b>						
33 INTERGOVERNMENTAL RE	21,000	21,000	1,777.10	777.10	19,222.90	8.5%
34 CHARGES FOR SERVICES	3,911,828	3,911,828	1,011,795.76	358,905.04	2,900,032.24	25.9%
36 INTEREST	20,000	20,000	4,448.33	2,069.38	15,551.67	22.2%
49 OTHER REVENUE	3,000	3,000	190.15	13.30	2,809.85	6.3%
TOTAL ADMINISTRATIVE SERVICES FUN	3,955,828	3,955,828	1,018,211.34	361,764.82	2,937,616.66	25.7%
TOTAL REVENUES	3,955,828	3,955,828	1,018,211.34	361,764.82	2,937,616.66	
<b>910 AGENCY FUND</b>						
36 INTEREST	10,000	10,000	10,177.94	4,491.86	-177.94	101.8%



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

REVENUE FUND 220-970

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
TOTAL AGENCY FUND	10,000	10,000	10,177.94	4,491.86	-177.94	101.8%
TOTAL REVENUES	10,000	10,000	10,177.94	4,491.86	-177.94	
<b>950 URBAN RENEWAL GENERAL FUND</b>						
31 TAXES	1,211,755	1,211,755	2,920.78	2,920.78	1,208,834.22	.2%
36 INTEREST	5,000	5,000	3,396.35	1,474.20	1,603.65	67.9%
TOTAL URBAN RENEWAL GENERAL FUND	1,216,755	1,216,755	6,317.13	4,394.98	1,210,437.87	.5%
TOTAL REVENUES	1,216,755	1,216,755	6,317.13	4,394.98	1,210,437.87	
<b>970 JO CO-CITY GP SOLID AGENCY</b>						
33 INTERGOVERNMENTAL RE	500,000	500,000	73,868.65	35,704.15	426,131.35	14.8%
36 INTEREST	30,000	30,000	6,045.17	2,650.70	23,954.83	20.2%
TOTAL JO CO-CITY GP SOLID AGENCY	530,000	530,000	79,913.82	38,354.85	450,086.18	15.1%
TOTAL REVENUES	530,000	530,000	79,913.82	38,354.85	450,086.18	
GRAND TOTAL	58,008,531	58,008,531	11,209,040.48	3,903,665.10	46,799,490.52	19.3%

\*\* END OF REPORT - Generated by Mindy Ellerman \*\*



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20 EXPENDITURES

### EXPENDITURE REPORT - ALL FUNDS

FOR 2021 03

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>110 GENERAL FUND</b>							
<b>01 MAYOR AND COUNCIL</b>							
62 OPERATING SUPPLIES	25,000	0	25,000	2,418.27	.00	22,581.73	9.7%
63 CONTRACTUAL SERVICES	179,000	0	179,000	31,664.27	.00	147,335.73	17.7%
64 CHARGES FOR SERVICES	53,482	0	53,482	13,370.49	.00	40,111.51	25.0%
67 INDIRECT CHARGES	23,600	0	23,600	5,899.98	.00	17,700.02	25.0%
TOTAL MAYOR AND COUNCIL	281,082	0	281,082	53,353.01	.00	227,728.99	19.0%
<b>02 GENERAL OPERATIONS</b>							
63 CONTRACTUAL SERVICES	51,000	0	51,000	10,423.83	.00	40,576.17	20.4%
64 CHARGES FOR SERVICES	84,960	0	84,960	21,240.00	.00	63,720.00	25.0%
78 TRANSFERS	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL GENERAL OPERATIONS	145,960	0	145,960	31,663.83	.00	114,296.17	21.7%
<b>14 PS-FIRE RESCUE DIVISION</b>							
61 PERSONNEL SERVICES	5,542,589	0	5,542,589	1,076,394.44	.00	4,466,194.56	19.4%
62 OPERATING SUPPLIES	260,685	0	260,685	78,094.97	.00	182,590.03	30.0%
63 CONTRACTUAL SERVICES	1,182,395	0	1,182,395	245,781.06	.00	936,613.94	20.8%
64 CHARGES FOR SERVICES	14,040	0	14,040	3,510.00	.00	10,530.00	25.0%
65 CAPITAL OUTLAY	107,000	0	107,000	.00	.00	107,000.00	.0%
67 INDIRECT CHARGES	655,000	0	655,000	163,749.99	.00	491,250.01	25.0%
78 TRANSFERS	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL PS-FIRE RESCUE DIVISION	7,781,709	0	7,781,709	1,567,530.46	.00	6,214,178.54	20.1%
<b>15 PS-POLICE DIVISION</b>							
61 PERSONNEL SERVICES	10,139,223	0	10,139,223	1,887,764.40	.00	8,251,458.60	18.6%
62 OPERATING SUPPLIES	296,592	0	296,592	20,338.94	.00	276,253.06	6.9%





# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 03

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63 CONTRACTUAL SERVICES	1,900,695	0	1,900,695	372,096.01	2,384.60	1,526,214.39	19.7%
64 CHARGES FOR SERVICES	18,029	0	18,029	4,507.26	.00	13,521.74	25.0%
65 CAPITAL OUTLAY	18,000	0	18,000	.00	.00	18,000.00	.0%
67 INDIRECT CHARGES	1,143,398	0	1,143,398	285,849.51	.00	857,548.49	25.0%
76 DEBT SERVICE	510,438	0	510,438	365,000.00	.00	145,438.00	71.5%
78 TRANSFERS	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL PS-POLICE DIVISION	14,046,375	0	14,046,375	2,935,556.12	2,384.60	11,108,434.28	20.9%
<b>16 PS-SUPPORT DIVISION</b>							
61 PERSONNEL SERVICES	3,661,726	0	3,661,726	657,224.21	.00	3,004,501.79	17.9%
62 OPERATING SUPPLIES	60,084	0	60,084	2,771.72	4,695.83	52,616.45	12.4%
63 CONTRACTUAL SERVICES	256,552	0	256,552	27,243.12	.00	229,308.88	10.6%
67 INDIRECT CHARGES	367,000	0	367,000	91,749.99	.00	275,250.01	25.0%
TOTAL PS-SUPPORT DIVISION	4,345,362	0	4,345,362	778,989.04	4,695.83	3,561,677.13	18.0%
<b>18 CRISIS SUPPORT</b>							
63 CONTRACTUAL SERVICES	49,120	0	49,120	.00	.00	49,120.00	.0%
TOTAL CRISIS SUPPORT	49,120	0	49,120	.00	.00	49,120.00	.0%
<b>20 PS-SOBERING CENTER</b>							
63 CONTRACTUAL SERVICES	130,000	0	130,000	130,000.00	.00	.00	100.0%
TOTAL PS-SOBERING CENTER	130,000	0	130,000	130,000.00	.00	.00	100.0%
<b>21 BUILDING AND SAFETY</b>							
61 PERSONNEL SERVICES	477,918	0	477,918	78,956.77	.00	398,961.23	16.5%
62 OPERATING SUPPLIES	17,000	0	17,000	904.04	478.74	15,617.22	8.1%
63 CONTRACTUAL SERVICES	122,985	0	122,985	11,526.79	.00	111,458.21	9.4%
64 CHARGES FOR SERVICES	110,479	0	110,479	27,619.74	.00	82,859.26	25.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 03							
	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
67 INDIRECT CHARGES	67,100	0	67,100	16,774.98	.00	50,325.02	25.0%
TOTAL BUILDING AND SAFETY	795,482	0	795,482	135,782.32	478.74	659,220.94	17.1%
22 PLANNING							
61 PERSONNEL SERVICES	648,546	0	648,546	65,877.11	.00	582,668.89	10.2%
62 OPERATING SUPPLIES	8,500	0	8,500	171.96	.00	8,328.04	2.0%
63 CONTRACTUAL SERVICES	126,236	0	126,236	34,115.33	.00	92,120.67	27.0%
64 CHARGES FOR SERVICES	257,495	0	257,495	64,373.79	.00	193,121.21	25.0%
67 INDIRECT CHARGES	95,900	0	95,900	23,974.98	.00	71,925.02	25.0%
78 TRANSFERS	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL PLANNING	1,141,677	0	1,141,677	188,513.17	.00	953,163.83	16.5%
35 ECONOMIC DEVELOPMENT							
61 PERSONNEL SERVICES	143,460	0	143,460	28,696.38	.00	114,763.62	20.0%
62 OPERATING SUPPLIES	200	0	200	.00	.00	200.00	.0%
63 CONTRACTUAL SERVICES	127,600	0	127,600	54,871.14	.00	72,728.86	43.0%
64 CHARGES FOR SERVICES	2,549	0	2,549	637.26	.00	1,911.74	25.0%
67 INDIRECT CHARGES	25,100	0	25,100	6,275.01	.00	18,824.99	25.0%
TOTAL ECONOMIC DEVELOPMENT	298,909	0	298,909	90,479.79	.00	208,429.21	30.3%
36 TOURISM PROMOTION SERVICE							
61 PERSONNEL SERVICES	19,314	0	19,314	3,170.52	.00	16,143.48	16.4%
63 CONTRACTUAL SERVICES	351,680	0	351,680	20,156.42	.00	331,523.58	5.7%
64 CHARGES FOR SERVICES	22,930	0	22,930	5,732.49	.00	17,197.51	25.0%
67 INDIRECT CHARGES	36,100	0	36,100	9,024.99	.00	27,075.01	25.0%
TOTAL TOURISM PROMOTION SERVICE	430,024	0	430,024	38,084.42	.00	391,939.58	8.9%
37 DOWNTOWN DEVELOPMENT							



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 03

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61 PERSONNEL SERVICES	268,340	0	268,340	57,887.05	.00	210,452.95	21.6%
62 OPERATING SUPPLIES	46,400	0	46,400	2,240.82	.00	44,159.18	4.8%
63 CONTRACTUAL SERVICES	175,052	0	175,052	30,000.55	.00	145,051.45	17.1%
64 CHARGES FOR SERVICES	16,149	0	16,149	4,037.25	.00	12,111.75	25.0%
67 INDIRECT CHARGES	48,000	0	48,000	12,000.00	.00	36,000.00	25.0%
TOTAL DOWNTOWN DEVELOPMENT	553,941	0	553,941	106,165.67	.00	447,775.33	19.2%
<b>41 PARKS MAINTENANCE SERVICE</b>							
61 PERSONNEL SERVICES	846,166	0	845,166	188,568.08	.00	657,597.92	22.3%
62 OPERATING SUPPLIES	191,500	0	191,500	16,128.32	.00	175,371.68	8.4%
63 CONTRACTUAL SERVICES	1,245,110	0	1,245,110	284,758.03	.00	960,351.97	22.9%
64 CHARGES FOR SERVICES	189,324	0	189,324	47,331.00	.00	141,993.00	25.0%
67 INDIRECT CHARGES	228,600	0	228,600	57,150.00	.00	171,450.00	25.0%
78 TRANSFERS	45,000	0	45,000	6,390.00	.00	38,610.00	14.2%
TOTAL PARKS MAINTENANCE SERVICE	2,745,700	0	2,745,700	600,325.43	.00	2,145,374.57	21.9%
<b>42 RECREATION SERVICES</b>							
61 PERSONNEL SERVICES	24,395	0	24,395	3,460.44	.00	20,934.56	14.2%
63 CONTRACTUAL SERVICES	145,873	0	145,873	32,024.61	.00	113,848.39	22.0%
67 INDIRECT CHARGES	15,500	0	15,500	3,874.98	.00	11,625.02	25.0%
TOTAL RECREATION SERVICES	185,768	0	185,768	39,360.03	.00	146,407.97	21.2%
<b>43 AQUATIC SERVICES</b>							
61 PERSONNEL SERVICES	26,762	0	26,762	1,372.08	.00	25,389.92	5.1%
62 OPERATING SUPPLIES	15,600	0	15,600	.00	.00	15,600.00	.0%
63 CONTRACTUAL SERVICES	46,659	0	46,659	2,853.94	.00	43,805.06	6.1%
65 CAPITAL OUTLAY	8,000	0	8,000	.00	.00	8,000.00	.0%
67 INDIRECT CHARGES	10,700	0	10,700	2,675.01	.00	8,024.99	25.0%
TOTAL AQUATIC SERVICES	107,721	0	107,721	6,901.03	.00	100,819.97	6.4%
TOTAL GENERAL FUND	33,038,830	0	33,038,830	6,702,704.32	7,559.17	26,328,566.51	20.3%
<b>220 LODGING TAX FUND</b>							



# GRANTS PASS

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### EXPENDITURES

FOR 2021 03

220	LODGING TAX FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>32 LODGING TAX</b>								
63	CONTRACTUAL SERVICES	4,300	0	4,300	.00	.00	4,300.00	.0%
64	CHARGES FOR SERVICES	7,500	0	7,500	1,875.00	.00	5,625.00	25.0%
78	TRANSFERS	1,267,100	0	1,267,100	297,133.35	.00	969,966.65	23.4%
	TOTAL LODGING TAX	1,278,900	0	1,278,900	299,008.35	.00	979,891.65	23.4%
	TOTAL LODGING TAX FUND	1,278,900	0	1,278,900	299,008.35	.00	979,891.65	23.4%
<b>230 STREET UTILITY</b>								
<b>19 STREET LIGHTS</b>								
63	CONTRACTUAL SERVICES	335,000	0	335,000	49,878.33	.00	285,121.67	14.9%
	TOTAL STREET LIGHTS	335,000	0	335,000	49,878.33	.00	285,121.67	14.9%
<b>31 STREET &amp; DRAINAGE MAINT</b>								
61	PERSONNEL SERVICES	507,070	0	507,070	118,732.15	.00	388,337.85	23.4%
62	OPERATING SUPPLIES	143,220	0	143,220	3,924.49	.00	139,295.51	2.7%
63	CONTRACTUAL SERVICES	371,885	0	371,885	75,181.91	.00	296,703.09	20.2%
	TOTAL STREET & DRAINAGE MAINT	1,022,175	0	1,022,175	197,838.55	.00	824,336.45	19.4%
<b>33 CUSTOMER SERVICE-STREETS</b>								
63	CONTRACTUAL SERVICES	36,225	0	36,225	7,217.77	18,750.00	10,257.23	71.7%
64	CHARGES FOR SERVICES	164,439	0	164,439	41,109.75	.00	123,329.25	25.0%
	TOTAL CUSTOMER SERVICE-STREETS	200,664	0	200,664	48,327.52	18,750.00	133,586.48	33.4%

### 38 GENERAL OPERATIONS-STREET



# GRANTS PASS

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### EXPENDITURES

FOR 2021 03

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63 CONTRACTUAL SERVICES	1,500	0	1,500	360.00	.00	1,140.00	24.0%
64 CHARGES FOR SERVICES	354,058	0	354,058	88,514.55	.00	265,543.45	25.0%
67 INDIRECT CHARGES	176,100	0	176,100	44,025.00	.00	132,075.00	25.0%
78 TRANSFERS	1,825,000	0	1,825,000	18,409.93	.00	1,806,590.07	1.0%
TOTAL GENERAL OPERATIONS-STREET	2,356,658	0	2,356,658	151,309.48	.00	2,205,348.52	6.4%
TOTAL STREET UTILITY	3,914,497	0	3,914,497	447,353.88	18,750.00	3,448,393.12	11.9%
<b>251 CDB GRANT HUD FUND</b>							
<b>26 CDB GRANT-HUD</b>							
63 CONTRACTUAL SERVICES	670,000	0	670,000	15,503.15	.00	654,496.85	2.3%
TOTAL CDB GRANT-HUD	670,000	0	670,000	15,503.15	.00	654,496.85	2.3%
TOTAL CDB GRANT HUD FUND	670,000	0	670,000	15,503.15	.00	654,496.85	2.3%
<b>262 HOUSING/URBAN DEVELOPMENT FUND</b>							
<b>28 INDUSTRIAL&amp; DOWNTOWN LOAN</b>							
63 CONTRACTUAL SERVICES	250,000	0	250,000	.00	.00	250,000.00	.0%
TOTAL INDUSTRIAL& DOWNTOWN LOAN	250,000	0	250,000	.00	.00	250,000.00	.0%
TOTAL HOUSING/URBAN DEVELOPMENT FUND	250,000	0	250,000	.00	.00	250,000.00	.0%
<b>410 DEBT SERVICE/GEN OBLIG BOND FU</b>							
<b>98 DEBT SERVICE/GEN OBLIG BD</b>							
78 TRANSFERS	21,000	0	21,000	.00	.00	21,000.00	.0%
TOTAL DEBT SERVICE/GEN OBLIG BD	21,000	0	21,000	.00	.00	21,000.00	.0%



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### EXPENDITURES

FOR 2021 03

410	DEBT SERVICE/GEN OBLIG BOND FU	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL DEBT SERVICE/GEN OBLIG BOND FU	21,000	0	21,000	.00	.00	21,000.00	.0%
	<b>490 DEBT SERVICE/BANCROFT BOND FUN</b>							
	<b>95 DEBT SERVICE/BANCROFT</b>							
63	CONTRACTUAL SERVICES	12,000	0	12,000	.00	.00	12,000.00	.0%
64	CHARGES FOR SERVICES	5,000	0	5,000	1,250.01	.00	3,749.99	25.0%
76	DEBT SERVICE	33,000	0	33,000	1,450.00	.00	31,550.00	4.4%
78	TRANSFERS	500,000	0	500,000	.00	.00	500,000.00	.0%
	TOTAL DEBT SERVICE/BANCROFT	550,000	0	550,000	2,700.01	.00	547,299.99	.5%
	TOTAL DEBT SERVICE/BANCROFT BOND FUN	550,000	0	550,000	2,700.01	.00	547,299.99	.5%
	<b>612 TRANSPORTATION CAPITAL PROJECT</b>							
	<b>49 TRANSPORTATION PROJECTS</b>							
63	CONTRACTUAL SERVICES	0	0	0	6,312.92	.00	-6,312.92	100.0%
64	CHARGES FOR SERVICES	0	0	0	48,834.88	.00	-48,834.88	100.0%
65	CAPITAL OUTLAY	8,273,115	0	8,273,115	210,631.90	.00	8,062,483.10	2.5%
67	INDIRECT CHARGES	0	0	0	2,635.00	.00	-2,635.00	100.0%
	TOTAL TRANSPORTATION PROJECTS	8,273,115	0	8,273,115	268,414.70	.00	8,004,700.30	3.2%
	TOTAL TRANSPORTATION CAPITAL PROJECT	8,273,115	0	8,273,115	268,414.70	.00	8,004,700.30	3.2%
	<b>613 ALTERNATIVE TRANSPORTATION PROJ</b>							
	<b>49 TRANSPORTATION PROJECTS</b>							
65	CAPITAL OUTLAY	58,629	0	58,629	.00	.00	58,629.00	.0%
78	TRANSFERS	5,000	0	5,000	.00	.00	5,000.00	.0%
	TOTAL TRANSPORTATION PROJECTS	63,629	0	63,629	.00	.00	63,629.00	.0%





# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20 EXPENDITURES

FOR 2021 03

613	ALTERNATIVE TRANSPORTATION PRO	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL ALTERNATIVE TRANSPORTATION PRO	63,629	0	63,629	.00	.00	63,629.00	.0%
	<b>614 TRANSPORTATION CAPITAL PROJECT</b>							
	<b>49 TRANSPORTATION PROJECTS</b>							
65	CAPITAL OUTLAY	142,032	0	142,032	.00	.00	142,032.00	.0%
	TOTAL TRANSPORTATION PROJECTS	142,032	0	142,032	.00	.00	142,032.00	.0%
	TOTAL TRANSPORTATION CAPITAL PROJECT	142,032	0	142,032	.00	.00	142,032.00	.0%
	<b>615 TRANSPORTATION ADVANCED FINANC</b>							
	<b>49 TRANSPORTATION PROJECTS</b>							
65	CAPITAL OUTLAY	375,224	0	375,224	.00	.00	375,224.00	.0%
	TOTAL TRANSPORTATION PROJECTS	375,224	0	375,224	.00	.00	375,224.00	.0%
	TOTAL TRANSPORTATION ADVANCED FINANC	375,224	0	375,224	.00	.00	375,224.00	.0%
	<b>619 TRANSPORTATION CAPITAL PROJECT</b>							
	<b>49 TRANSPORTATION PROJECTS</b>							
65	CAPITAL OUTLAY	141,981	0	141,981	.00	.00	141,981.00	.0%
	TOTAL TRANSPORTATION PROJECTS	141,981	0	141,981	.00	.00	141,981.00	.0%
	TOTAL TRANSPORTATION CAPITAL PROJECT	141,981	0	141,981	.00	.00	141,981.00	.0%
	<b>630 SOLID WASTE OPERATIONS</b>							
	<b>81 SOLID WASTE OPERATIONS</b>							





# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

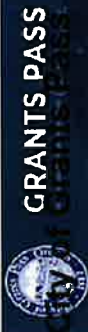
### EXPENDITURES

FOR 2021 03

630	SOLID WASTE OPERATIONS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61	PERSONNEL SERVICES	4,572	0	4,572	947.67	.00	3,624.33	20.7%
62	OPERATING SUPPLIES	625	0	625	.00	.00	625.00	.0%
63	CONTRACTUAL SERVICES	7,482	0	7,482	679.30	.00	6,802.70	9.1%
64	CHARGES FOR SERVICES	19,860	0	19,860	4,965.00	.00	14,895.00	25.0%
67	INDIRECT CHARGES	2,900	0	2,900	725.04	.00	2,174.96	25.0%
	TOTAL SOLID WASTE OPERATIONS	35,439	0	35,439	7,317.01	.00	28,121.99	20.6%
	TOTAL SOLID WASTE OPERATIONS	35,439	0	35,439	7,317.01	.00	28,121.99	20.6%
633	LANDFILL/POST CLOSURE OP							
83	LANDFILL/POST CLOSURE OP							
62	OPERATING SUPPLIES	2,500	0	2,500	369.07	.00	2,130.93	14.8%
63	CONTRACTUAL SERVICES	97,200	0	97,200	19,209.62	.00	77,990.38	19.8%
64	CHARGES FOR SERVICES	14,500	0	14,500	.00	.00	14,500.00	.0%
67	INDIRECT CHARGES	10,400	0	10,400	2,600.01	.00	7,799.99	25.0%
	TOTAL LANDFILL/POST CLOSURE OP	124,600	0	124,600	22,178.70	.00	102,421.30	17.8%
	TOTAL LANDFILL/POST CLOSURE OP	124,600	0	124,600	22,178.70	.00	102,421.30	17.8%
635	SOLID WASTE/ENVIRON. FEES							
81	SOLID WASTE OPERATIONS							
63	CONTRACTUAL SERVICES	500,000	0	500,000	73,868.65	.00	426,131.35	14.8%
	TOTAL SOLID WASTE OPERATIONS	500,000	0	500,000	73,868.65	.00	426,131.35	14.8%
	TOTAL SOLID WASTE/ENVIRON. FEES	500,000	0	500,000	73,868.65	.00	426,131.35	14.8%

638 SOLID WASTE CAPITAL PROJECTS F

89 SOLID WASTE CONSTRUCTION



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 '03

638	SOLID WASTE CAPITAL PROJECTS F	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63	CONTRACTUAL SERVICES	0	0	0	24,649.58	.00	-24,649.58	100.0%
64	CHARGES FOR SERVICES	0	0	0	2,243.49	.00	-2,243.49	100.0%
65	CAPITAL OUTLAY	1,141,347	0	1,141,347	.00	.00	1,141,347.00	100.0%
67	INDIRECT CHARGES	0	0	0	533.00	.00	-533.00	100.0%
78	TRANSFERS	29,000	0	29,000	.00	.00	29,000.00	.0%
	TOTAL SOLID WASTE CONSTRUCTION	1,170,347	0	1,170,347	27,426.07	.00	1,142,920.93	2.3%
	TOTAL SOLID WASTE CAPITAL PROJECTS F	1,170,347	0	1,170,347	27,426.07	.00	1,142,920.93	2.3%
640	STORMWATER UTILITY FUND							
44	STORMWATER MAINTENANCE							
61	PERSONNEL SERVICES	235,830	0	235,830	23,786.26	.00	212,043.74	10.1%
62	OPERATING SUPPLIES	34,250	0	34,250	1,775.77	.00	32,474.23	5.2%
63	CONTRACTUAL SERVICES	577,943	0	577,943	154,254.90	.00	423,688.10	26.7%
	TOTAL STORMWATER MAINTENANCE	848,023	0	848,023	179,816.93	.00	668,206.07	21.2%
45	STORMWATER CUSTOMER SRVC							
63	CONTRACTUAL SERVICES	23,731	0	23,731	4,490.90	18,750.00	490.10	97.9%
64	CHARGES FOR SERVICES	126,066	0	126,066	31,516.53	.00	94,549.47	25.0%
	TOTAL STORMWATER CUSTOMER SRVC	149,797	0	149,797	36,007.43	18,750.00	95,039.57	36.6%
46	GEN PROG OPS STORMWATER							
64	CHARGES FOR SERVICES	126,980	0	126,980	31,745.01	.00	95,234.99	25.0%
67	INDIRECT CHARGES	105,600	0	105,600	26,400.00	.00	79,200.00	25.0%
78	TRANSFERS	1,375,000	0	1,375,000	.00	.00	1,375,000.00	.0%
	TOTAL GEN PROG OPS STORMWATER	1,607,580	0	1,607,580	58,145.01	.00	1,549,434.99	3.6%
	TOTAL STORMWATER UTILITY FUND	2,605,400	0	2,605,400	273,969.37	18,750.00	2,312,680.63	11.2%
642	STORMWATER FUND							
29	STORM DRAIN SDCs							



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### EXPENDITURES

FOR 2021 03

642	STORMWATER FUND	ORIGINAL APPROP	TRANFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65	CAPITAL OUTLAY	48,471	0	48,471	.00	.00	48,471.00	.0%
	TOTAL STORM DRAIN SDCS	48,471	0	48,471	.00	.00	48,471.00	.0%
	TOTAL STORMWATER FUND	48,471	0	48,471	.00	.00	48,471.00	.0%
645	STORMWATER ADVANCED FINANCING							
29	STORM DRAIN SDCS							
65	CAPITAL OUTLAY	51,259	0	51,259	.00	.00	51,259.00	.0%
	TOTAL STORM DRAIN SDCS	51,259	0	51,259	.00	.00	51,259.00	.0%
	TOTAL STORMWATER ADVANCED FINANCING	51,259	0	51,259	.00	.00	51,259.00	.0%
648	STORMWATER CAPITAL							
29	STORM DRAIN SDCS							
63	CONTRACTUAL SERVICES	0	0	0	10,938.35	.00	-10,938.35	100.0%
64	CHARGES FOR SERVICES	0	0	0	24,142.95	.00	-24,142.95	100.0%
65	CAPITAL OUTLAY	2,733,066	0	2,733,066	117,075.62	.00	2,615,990.38	4.3%
67	INDIRECT CHARGES	0	0	0	3,013.00	.00	-3,013.00	100.0%
	TOTAL STORM DRAIN SDCS	2,733,066	0	2,733,066	155,169.92	.00	2,577,896.08	5.7%
	TOTAL STORMWATER CAPITAL	2,733,066	0	2,733,066	155,169.92	.00	2,577,896.08	5.7%

### 691 GENERAL LANDS & BUILDINGS CAP

### 59 LANDS AND BLDGS PROJECTS



# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 03									
691	GENERAL LANDS & BUILDINGS CAPI	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
62	OPERATING SUPPLIES	0	0	0	5,033.00	.00	-5,033.00	100.0%	
63	CONTRACTUAL SERVICES	0	0	0	86,948.46	.00	-86,948.46	100.0%	
64	CHARGES FOR SERVICES	0	0	0	14,687.86	.00	-14,687.86	100.0%	
65	CAPITAL OUTLAY	9,328,864	0	9,328,864	254,698.01	.00	9,074,165.99	2.7%	
67	INDIRECT CHARGES	0	0	0	6,545.00	.00	-6,545.00	100.0%	
76	DEBT SERVICE	1,060,000	0	1,060,000	3,351.00	.00	1,056,649.00	.3%	
78	TRANSFERS	150,000	0	150,000	.00	.00	150,000.00	.0%	
	TOTAL LANDS AND BLDGS PROJECTS	10,538,864	0	10,538,864	371,263.33	.00	10,167,600.67	3.5%	
	TOTAL GENERAL LANDS & BUILDINGS CAPI	10,538,864	0	10,538,864	371,263.33	.00	10,167,600.67	3.5%	
692 LANDS & BLDGS PARK LAND SDC									
59 LANDS AND BLDGS PROJECTS									
65	CAPITAL OUTLAY	53,341	0	53,341	.00	.00	53,341.00	.0%	
	TOTAL LANDS AND BLDGS PROJECTS	53,341	0	53,341	.00	.00	53,341.00	.0%	
	TOTAL LANDS & BLDGS PARK LAND SDC	53,341	0	53,341	.00	.00	53,341.00	.0%	
693 LANDS & BLDG PARKS RM TAX									
59 LANDS AND BLDGS PROJECTS									
65	CAPITAL OUTLAY	86,687	0	86,687	.00	.00	86,687.00	.0%	
	TOTAL LANDS AND BLDGS PROJECTS	86,687	0	86,687	.00	.00	86,687.00	.0%	
	TOTAL LANDS & BLDG PARKS RM TAX	86,687	0	86,687	.00	.00	86,687.00	.0%	
694 PARKS DEVELOPMENT SDC									
59 LANDS AND BLDGS PROJECTS									



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694	PARKS DEVELOPMENT SDC	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65	CAPITAL OUTLAY	37,601	0	37,601	.00	.00	37,601.00	.0%
	TOTAL LANDS AND BLDGS PROJECTS	37,601	0	37,601	.00	.00	37,601.00	.0%
	TOTAL PARKS DEVELOPMENT SDC	37,601	0	37,601	.00	.00	37,601.00	.0%
720	WASTEWATER							
71	WASTEWATER COLLECTION							
61	PERSONNEL SERVICES	575,871	0	575,871	102,383.23	.00	473,487.77	17.8%
62	OPERATING SUPPLIES	43,750	0	43,750	7,988.45	2,085.63	33,675.92	23.0%
63	CONTRACTUAL SERVICES	223,975	0	223,975	62,888.45	.00	161,086.55	28.1%
64	CHARGES FOR SERVICES	24,025	0	24,025	6,006.24	.00	18,018.76	25.0%
	TOTAL WASTEWATER COLLECTION	867,621	0	867,621	179,266.37	2,085.63	686,269.00	20.9%
72	WASTEWATER TREATMENT							
61	PERSONNEL SERVICES	886,881	0	886,881	187,076.30	.00	699,804.70	21.1%
62	OPERATING SUPPLIES	384,700	0	384,700	60,243.54	.00	307,685.28	20.0%
63	CONTRACTUAL SERVICES	1,166,491	0	1,166,491	194,776.44	.00	971,714.56	16.7%
	TOTAL WASTEWATER TREATMENT	2,438,072	0	2,438,072	442,096.28	16,771.18	1,979,204.54	18.8%
74	CUSTOMER SERVICE-WASTEWTR							
63	CONTRACTUAL SERVICES	34,230	0	34,230	4,490.91	18,750.00	10,989.09	67.9%
64	CHARGES FOR SERVICES	354,086	0	354,086	88,521.48	.00	265,564.52	25.0%
	TOTAL CUSTOMER SERVICE-WASTEWTR	388,316	0	388,316	93,012.39	18,750.00	276,553.61	28.8%
75	DEBT SERVICE-WASTEWATER							
76	DEBT SERVICE	1,717,350	0	1,717,350	.00	.00	1,717,350.00	.0%
	TOTAL DEBT SERVICE-WASTEWATER	1,717,350	0	1,717,350	.00	.00	1,717,350.00	.0%



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>76 WASTEWATER-GEN PROGRAM OP</b>							
63 CONTRACTUAL SERVICES	0	0	0	690.00	.00	-690.00	100.0%
64 CHARGES FOR SERVICES	149,295	0	149,295	37,323.75	.00	111,971.25	25.0%
67 INDIRECT CHARGES	354,000	0	354,000	88,500.00	.00	265,500.00	25.0%
78 TRANSFERS	1,890,000	0	1,890,000	.00	.00	1,890,000.00	.0%
TOTAL WASTEWATER-GEN PROGRAM OP	2,393,295	0	2,393,295	126,513.75	.00	2,266,781.25	5.3%
TOTAL WASTEWATER	7,804,654	0	7,804,654	840,888.79	37,606.81	6,926,158.40	11.3%
<b>722 SEWER SDC</b>							
<b>79 WASTEWATER PROJECTS</b>							
65 CAPITAL OUTLAY	927,164	0	927,164	.00	.00	927,164.00	.0%
TOTAL WASTEWATER PROJECTS	927,164	0	927,164	.00	.00	927,164.00	.0%
TOTAL SEWER SDC	927,164	0	927,164	.00	.00	927,164.00	.0%
<b>725 SEWER ADVANCED FINANCING</b>							
<b>79 WASTEWATER PROJECTS</b>							
65 CAPITAL OUTLAY	27,609	0	27,609	.00	.00	27,609.00	.0%
TOTAL WASTEWATER PROJECTS	27,609	0	27,609	.00	.00	27,609.00	.0%
TOTAL SEWER ADVANCED FINANCING	27,609	0	27,609	.00	.00	27,609.00	.0%
<b>728 WASTEWATER PROJECTS</b>							
<b>79 WASTEWATER PROJECTS</b>							



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728 WASTEWATER PROJECTS	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63 CONTRACTUAL SERVICES	0	0	0	32,009.84	.00	-32,009.84	100.0%
64 CHARGES FOR SERVICES	0	0	0	111,572.87	.00	-111,572.87	100.0%
65 CAPITAL OUTLAY	7,525,221	0	7,525,221	2,828.00	192,101.12	7,333,119.88	2.6%
67 INDIRECT CHARGES	0	0	0	2,828.00	.00	-2,828.00	100.0%
TOTAL WASTEWATER PROJECTS	7,525,221	0	7,525,221	146,410.71	192,101.12	7,186,709.17	4.5%
TOTAL WASTEWATER PROJECTS	7,525,221	0	7,525,221	146,410.71	192,101.12	7,186,709.17	4.5%
750 WATER OPERATIONS FUNDS							
61 WATER TREATMENT							
61 PERSONNEL SERVICES	808,297	0	808,297	144,576.38	.00	663,720.62	17.9%
62 OPERATING SUPPLIES	409,900	0	409,900	102,511.73	116,910.08	190,478.19	53.5%
63 CONTRACTUAL SERVICES	709,125	0	709,125	168,371.10	11,058.45	529,695.45	25.3%
64 CHARGES FOR SERVICES	1,756	0	1,756	438.99	.00	1,317.01	25.0%
65 CAPITAL OUTLAY	0	0	0	7,376.80	.00	-7,376.80	100.0%
TOTAL WATER TREATMENT	1,929,078	0	1,929,078	423,275.00	127,968.53	1,377,834.47	28.6%
62 WATER DISTRIBUTION							
61 PERSONNEL SERVICES	954,857	0	954,857	197,266.26	.00	757,590.74	20.7%
62 OPERATING SUPPLIES	269,632	0	269,632	55,737.64	9,375.00	204,519.36	24.1%
63 CONTRACTUAL SERVICES	427,331	0	427,331	79,627.55	.00	347,703.45	18.6%
64 CHARGES FOR SERVICES	53,490	0	53,490	13,372.50	.00	40,117.50	25.0%
TOTAL WATER DISTRIBUTION	1,705,310	0	1,705,310	346,003.95	9,375.00	1,349,931.05	20.8%
64 CUSTOMER SERVICE-WATER							
63 CONTRACTUAL SERVICES	27,730	0	27,730	4,490.90	18,750.00	4,489.10	83.8%
64 CHARGES FOR SERVICES	410,471	0	410,471	102,617.73	.00	307,853.27	25.0%
TOTAL CUSTOMER SERVICE-WATER	438,201	0	438,201	107,108.63	18,750.00	312,342.37	28.7%
65 DEBT SERVICE-WATER							





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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76 DEBT SERVICE	505,100	0	505,100	.00	.00	505,100.00	.0%
TOTAL DEBT SERVICE-WATER	505,100	0	505,100	.00	.00	505,100.00	.0%
<b>66 WATER-GENERAL PROGRAM OPS</b>							
63 CONTRACTUAL SERVICES	10,350	0	10,350	.00	.00	10,350.00	.0%
64 CHARGES FOR SERVICES	149,295	0	149,295	37,323.75	.00	111,971.25	25.0%
67 INDIRECT CHARGES	389,900	0	389,900	97,475.01	.00	292,424.99	25.0%
78 TRANSFERS	3,755,000	0	3,755,000	.00	.00	3,755,000.00	.0%
TOTAL WATER-GENERAL PROGRAM OPS	4,304,545	0	4,304,545	134,798.76	.00	4,169,746.24	3.1%
TOTAL WATER OPERATIONS FUNDS	8,882,234	0	8,882,234	1,011,186.34	156,093.53	7,714,954.13	13.1%
<b>752 WATER SDC FUND</b>							
<b>69 WATER PROJECTS</b>							
65 CAPITAL OUTLAY	205,952	0	205,952	.00	.00	205,952.00	.0%
TOTAL WATER PROJECTS	205,952	0	205,952	.00	.00	205,952.00	.0%
TOTAL WATER SDC FUND	205,952	0	205,952	.00	.00	205,952.00	.0%
<b>755 WATER ADVANCED FINANCING FUND</b>							
<b>69 WATER PROJECTS</b>							
65 CAPITAL OUTLAY	166,523	0	166,523	.00	.00	166,523.00	.0%
TOTAL WATER PROJECTS	166,523	0	166,523	.00	.00	166,523.00	.0%
TOTAL WATER ADVANCED FINANCING FUND	166,523	0	166,523	.00	.00	166,523.00	.0%
<b>758 WATER CAPITAL PROJECTS FUND</b>							
<b>69 WATER PROJECTS</b>							



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758	WATER CAPITAL PROJECTS FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63	CONTRACTUAL SERVICES	0	0	0	190,584.49	.00	-190,584.49	100.0%
64	CHARGES FOR SERVICES	0	0	0	50,325.06	.00	-50,325.06	100.0%
65	CAPITAL OUTLAY	18,985,147	0	18,985,147	2,621,539.12	.00	16,363,607.88	13.8%
67	INDIRECT CHARGES	0	0	0	29,948.00	.00	-29,948.00	100.0%
78	TRANSFERS	35,000	0	35,000	.00	.00	35,000.00	.0%
	TOTAL WATER PROJECTS	19,020,147	0	19,020,147	2,892,396.67	.00	16,127,750.33	15.2%
	TOTAL WATER CAPITAL PROJECTS FUND	19,020,147	0	19,020,147	2,892,396.67	.00	16,127,750.33	15.2%
<b>811 GARAGE OPERATIONS FUND</b>								
<b>54 GARAGE OPERATIONS</b>								
61	PERSONNEL SERVICES	422,908	0	422,908	83,145.03	.00	339,762.97	19.7%
62	OPERATING SUPPLIES	390,750	0	390,750	63,626.42	.00	327,123.58	16.3%
63	CONTRACTUAL SERVICES	189,813	0	189,813	33,473.91	.00	156,339.09	17.6%
64	CHARGES FOR SERVICES	61,811	0	61,811	15,452.73	.00	46,358.27	25.0%
67	INDIRECT CHARGES	98,100	0	98,100	24,525.00	.00	73,575.00	25.0%
	TOTAL GARAGE OPERATIONS	1,163,382	0	1,163,382	220,223.09	.00	943,158.91	18.9%
	TOTAL GARAGE OPERATIONS FUND	1,163,382	0	1,163,382	220,223.09	.00	943,158.91	18.9%
<b>812 EQUIPMENT REPLACEMENT FUND</b>								
<b>55 EQUIPMENT REPLACEMENT</b>								
63	CONTRACTUAL SERVICES	0	0	0	265.00	.00	-265.00	100.0%
65	CAPITAL OUTLAY	1,225,000	0	1,225,000	87,985.49	258,092.60	878,921.91	28.3%
	TOTAL EQUIPMENT REPLACEMENT	1,225,000	0	1,225,000	88,250.49	258,092.60	878,656.91	28.3%
	TOTAL EQUIPMENT REPLACEMENT FUND	1,225,000	0	1,225,000	88,250.49	258,092.60	878,656.91	28.3%
<b>813 INFORMATION TECHNOLOGY FUND</b>								
<b>56 INFORMATION TECHNOLOGY</b>								



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813	INFORMATION TECHNOLOGY FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61	PERSONNEL SERVICES	649,081	0	649,081	133,273.95	.00	515,807.05	20.5%
62	OPERATING SUPPLIES	7,000	0	7,000	2,064.67	.00	4,935.33	29.5%
63	CONTRACTUAL SERVICES	250,086	0	250,086	110,215.16	.00	139,870.84	44.1%
64	CHARGES FOR SERVICES	30,586	0	30,586	7,646.49	.00	22,939.51	25.0%
67	INDIRECT CHARGES	63,800	0	63,800	15,950.01	.00	47,849.99	25.0%
78	TRANSFERS	80,000	0	80,000	.00	.00	80,000.00	.0%
	TOTAL INFORMATION TECHNOLOGY	1,080,553	0	1,080,553	269,150.28	.00	811,402.72	24.9%
	TOTAL INFORMATION TECHNOLOGY FUND	1,080,553	0	1,080,553	269,150.28	.00	811,402.72	24.9%
831	PROPERTY SERVICES FUND							
51	PROPERTY MANAGEMENT							
61	PERSONNEL SERVICES	288,570	0	288,570	70,368.30	.00	218,201.70	24.4%
62	OPERATING SUPPLIES	43,600	0	43,600	8,433.86	.00	35,166.14	19.3%
63	CONTRACTUAL SERVICES	391,583	0	391,583	88,890.20	.00	302,692.80	22.7%
64	CHARGES FOR SERVICES	13,500	0	13,500	3,375.00	.00	10,125.00	25.0%
65	CAPITAL OUTLAY	80,000	0	80,000	143.07	.00	79,856.93	.2%
67	INDIRECT CHARGES	75,200	0	75,200	18,799.98	.00	56,400.02	25.0%
	TOTAL PROPERTY MANAGEMENT	892,453	0	892,453	190,010.41	.00	702,442.59	21.3%
	TOTAL PROPERTY SERVICES FUND	892,453	0	892,453	190,010.41	.00	702,442.59	21.3%
832	ENGINEERING FUND							
23	ENGINEERING							
61	PERSONNEL SERVICES	713,100	0	713,100	147,978.81	.00	565,121.19	20.8%
62	OPERATING SUPPLIES	22,250	0	22,250	9,509.59	81.49	12,658.92	43.1%
63	CONTRACTUAL SERVICES	278,376	0	278,376	72,053.75	.00	206,322.25	25.9%
64	CHARGES FOR SERVICES	179,879	0	179,879	44,969.76	.00	134,909.24	25.0%
	TOTAL ENGINEERING	1,193,605	0	1,193,605	274,511.91	81.49	919,011.60	23.0%
	TOTAL ENGINEERING FUND	1,193,605	0	1,193,605	274,511.91	81.49	919,011.60	23.0%



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833	COMMUNITY DEVELOPMENT	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>833 COMMUNITY DEVELOPMENT</b>								
<b>24 COMMUNITY DEVELOPMENT MGMT SVC</b>								
61	PERSONNEL SERVICES	449,307	0	449,307	100,514.21	.00	348,792.79	22.4%
62	OPERATING SUPPLIES	24,100	0	24,100	1,660.30	957.48	21,482.22	10.9%
63	CONTRACTUAL SERVICES	72,250	0	72,250	29,707.30	.00	42,542.70	41.1%
64	CHARGES FOR SERVICES	58,070	0	58,070	14,517.51	.00	43,552.49	25.0%
TOTAL COMMUNITY DEVELOPMENT MGMT SVC		603,727	0	603,727	146,399.32	957.48	456,370.20	24.4%
TOTAL COMMUNITY DEVELOPMENT		603,727	0	603,727	146,399.32	957.48	456,370.20	24.4%
<b>834 PUBLIC WORKS ADMINISTRATION</b>								
<b>25 PUBLIC WORKS ADMINISTRATION</b>								
61	PERSONNEL SERVICES	743,271	0	743,271	139,424.17	.00	603,846.83	18.8%
62	OPERATING SUPPLIES	17,100	0	17,100	17,100.00	.00	16,886.60	1.2%
63	CONTRACTUAL SERVICES	136,638	0	136,638	20,864.64	.00	115,773.36	15.3%
64	CHARGES FOR SERVICES	48,156	0	48,156	12,039.00	.00	36,117.00	25.0%
78	TRANSFERS	110,000	0	110,000	.00	.00	110,000.00	.0%
TOTAL PUBLIC WORKS ADMINISTRATION		1,055,165	0	1,055,165	172,541.21	.00	882,623.79	16.4%
TOTAL PUBLIC WORKS ADMINISTRATION		1,055,165	0	1,055,165	172,541.21	.00	882,623.79	16.4%
<b>861 WORKERS COMP INSURANCE</b>								
<b>11 WORKERS COMP INSURANCE</b>								
61	PERSONNEL SERVICES	91,161	0	91,161	10,355.20	.00	80,805.80	11.4%
62	OPERATING SUPPLIES	13,700	0	13,700	783.49	.00	12,916.51	5.7%
63	CONTRACTUAL SERVICES	444,986	0	444,986	150,456.85	.00	294,529.15	33.8%
TOTAL WORKERS COMP INSURANCE		549,847	0	549,847	161,595.54	.00	388,251.46	29.4%



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861	WORKERS COMP INSURANCE	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL WORKERS COMP INSURANCE	549,847	0	549,847	161,595.54	.00	388,251.46	29.4%
	<b>862 GENERAL INSURANCE FUND</b>							
	<b>12 GENERAL INSURANCE</b>							
61	PERSONNEL SERVICES	25,885	0	25,885	5,324.38	.00	20,560.62	20.6%
63	CONTRACTUAL SERVICES	658,107	0	658,107	593,490.44	.00	64,616.56	90.2%
	TOTAL GENERAL INSURANCE	683,992	0	683,992	598,814.82	.00	85,177.18	87.5%
	TOTAL GENERAL INSURANCE FUND	683,992	0	683,992	598,814.82	.00	85,177.18	87.5%
	<b>863 BENEFITS ADMINISTRATION</b>							
	<b>13 BENEFITS ADMINISTRATION</b>							
61	PERSONNEL SERVICES	2,371,100	0	2,371,100	69,585.48	.00	2,301,514.52	2.9%
62	OPERATING SUPPLIES	2,900	0	2,900	540.21	.00	2,359.79	18.6%
63	CONTRACTUAL SERVICES	12,810	0	12,810	.00	.00	12,810.00	.0%
	TOTAL BENEFITS ADMINISTRATION	2,386,810	0	2,386,810	70,125.69	.00	2,316,684.31	2.9%
	TOTAL BENEFITS ADMINISTRATION	2,386,810	0	2,386,810	70,125.69	.00	2,316,684.31	2.9%
	<b>890 ADMINISTRATIVE SERVICES FUND</b>							
	<b>04 HUMAN RESOURCES</b>							
61	PERSONNEL SERVICES	385,442	0	385,442	73,727.57	.00	311,714.43	19.1%
62	OPERATING SUPPLIES	21,400	0	21,400	821.78	.00	20,578.22	3.8%
63	CONTRACTUAL SERVICES	176,556	0	176,556	40,050.36	.00	136,505.64	22.7%
64	CHARGES FOR SERVICES	18,819	0	18,819	4,704.75	.00	14,114.25	25.0%
	TOTAL HUMAN RESOURCES	602,217	0	602,217	119,304.46	.00	482,912.54	19.8%
	<b>05 MANAGEMENT SERVICES</b>							



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61 PERSONNEL SERVICES	580,998	0	580,998	130,468.31	.00	450,529.69	22.5%
62 OPERATING SUPPLIES	5,500	0	5,500	3,494.00	812.02	1,193.98	78.3%
63 CONTRACTUAL SERVICES	132,453	0	132,453	7,733.65	.00	124,719.35	5.8%
64 CHARGES FOR SERVICES	60,555	0	60,555	15,138.75	.00	45,416.25	25.0%
TOTAL MANAGEMENT SERVICES	779,506	0	779,506	156,834.71	812.02	621,859.27	20.2%
<b>06 LEGAL SERVICES</b>							
61 PERSONNEL SERVICES	67,808	0	67,808	.00	.00	67,808.00	.0%
62 OPERATING SUPPLIES	5,500	0	5,500	.00	.00	5,500.00	.0%
63 CONTRACTUAL SERVICES	255,727	0	255,727	42,183.37	.00	213,543.63	16.5%
64 CHARGES FOR SERVICES	4,078	0	4,078	1,019.49	.00	3,058.51	25.0%
TOTAL LEGAL SERVICES	333,113	0	333,113	43,202.86	.00	289,910.14	13.0%
<b>07 FINANCE</b>							
61 PERSONNEL SERVICES	1,468,888	0	1,468,888	270,675.43	.00	1,198,212.57	18.4%
62 OPERATING SUPPLIES	27,400	0	27,400	10,455.17	3,182.79	13,762.04	49.8%
63 CONTRACTUAL SERVICES	384,506	0	384,506	104,990.48	72,893.40	206,622.12	46.3%
64 CHARGES FOR SERVICES	65,065	0	65,065	16,266.24	.00	48,798.76	25.0%
TOTAL FINANCE	1,945,859	0	1,945,859	402,387.32	76,076.19	1,467,395.49	24.6%
<b>08 GENERAL PROGRAM OPERATION</b>							
61 PERSONNEL SERVICES	16,000	0	16,000	1,000.00	.00	15,000.00	6.3%
62 OPERATING SUPPLIES	30,350	0	30,350	1,868.30	5,944.81	22,536.89	25.7%
63 CONTRACTUAL SERVICES	328,000	0	328,000	77,693.74	.00	250,306.26	23.7%
64 CHARGES FOR SERVICES	64,543	0	64,543	16,135.74	.00	48,407.26	25.0%
65 CAPITAL OUTLAY	8,000	0	8,000	3,556.33	.00	4,443.67	44.5%
67 INDIRECT CHARGES	99,700	0	99,700	24,924.99	.00	74,775.01	25.0%
78 TRANSFERS	65,000	0	65,000	.00	.00	65,000.00	.0%
TOTAL GENERAL PROGRAM OPERATION	611,593	0	611,593	125,179.10	5,944.81	480,469.09	21.4%
TOTAL ADMINISTRATIVE SERVICES FUND	4,272,288	0	4,272,288	846,908.45	82,833.02	3,342,546.53	21.8%





## FOR 2021-03

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# GRANTS PASS

## YEAR-TO-DATE REPORT AS OF 9/30/20

### EXPENDITURES

FOR 2021 03

980	JOSEPHINE CO 9-1-1 SYSTEM	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
91	JOSEPHINE CO 9-1-1 SYSTEM							
62	OPERATING SUPPLIES	3,950	5,920	9,870	116.27	.00	9,753.73	1.2%
63	CONTRACTUAL SERVICES	807,096	3,000	810,096	193,851.45	.00	616,244.55	23.9%
65	CAPITAL OUTLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
78	TRANSFERS	25,000	0	25,000	.00	.00	25,000.00	.0%
	TOTAL JOSEPHINE CO 9-1-1 SYSTEM	1,186,046	8,920	1,194,966	193,967.72	.00	1,000,998.28	16.2%
	TOTAL JOSEPHINE CO 9-1-1 SYSTEM	1,186,046	8,920	1,194,966	193,967.72	.00	1,000,998.28	16.2%
	GRAND TOTAL	130,421,255	8,920	130,430,175	16,827,509.72	772,825.22	112,829,840.06	13.5%

\*\* END OF REPORT - Generated by Windy Ellerman \*\*

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION FUNDS  
9/30/2020**

	FUND 612-619	FUND 638	FUND 648	FUND 642	FUND 691	FUND 692-694	FUND 722 / 732	FUND 725 / 645 / 755	FUND 729 / 759	FUND 728	FUND 758
	61					69	722	725	729		
							752	645	759		
								755			

	Transportation Capital Projects	Landfill Capital Projects	Storm Drain Capital Projects	Storm Drain Capital Projects	Lands & Buildings Capital Projects	Parks SDC's	Water & Sewer SDC's	Water, Storm Wtr & Sewer AFD's	Water & Sewer UD's	Sewer Capital Projects	Water Capital Projects	TOTALS
Budgeted Fund Balance 7/1	6,243,481	1,130,647	697,566	301,221	3,873,864	249,029	1,837,116	236,641	-	5,220,221	14,595,147	
Actual Fund Balance 7/1	7,182,312	1,231,111	715,648	332,509	4,128,521	281,667	2,053,341	251,411	-	5,885,786	15,130,384	37,172,690

Revenues 7/1 to 9/30/2020												
Development Charges	92,455	-	-	-	6,041	65,760	503,962	-	-	-	-	715,987
Intergovernmental	120,000	-	-	-	112,432	-	-	-	-	-	-	232,432
Interest	20,773	5,043	1,959	1,041	11,679	870	7,003	740	-	17,283	41,457	107,647
Other (including property sales)	-	-	-	-	7,087	-	-	-	-	-	11,321	19,408
Transfers In:	-	-	-	-	6,390	-	-	-	-	-	-	6,390
General Fund	-	-	-	-	-	-	-	-	-	-	-	19,410
Street Utility/ Transportation	18,410	-	-	-	-	-	-	-	-	-	-	46,221
Bancroft Bond Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transient Room Tax	-	-	-	-	-	-	-	-	-	-	-	-
Lands & Buildings SDC	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater General, AFD, and SDC	-	-	-	-	-	-	-	-	-	-	-	-
Storm Water	-	-	-	-	-	-	-	-	-	-	-	-
Water General, AFD, and SDC	-	-	-	-	-	-	-	-	-	-	-	-
CDRG/HUD	-	-	-	-	-	-	-	-	-	-	-	-
PCD Management	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equip Replacement	-	-	-	-	-	-	-	-	-	-	-	-
Admin Services	-	-	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-	-	-
IT	-	-	-	-	-	-	-	-	-	-	-	-
PW Management - GIS	-	-	-	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-	-	-	-	-
Property Management	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	251,637	5,043	1,959	48,501	143,629	112,870	510,965	740	-	17,283	52,778	1,145,404

Less expenditures 7/1 to 9/30/20												
Direct Project Expenditures	216,945	24,824	134,432	-	350,030	-	-	-	-	32,010	2,812,124	3,570,465
Internal Engineering/GIS Charges	48,635	1,969	17,725	-	14,088	-	-	-	-	111,373	50,325	245,114
Indirect Administrative Charges	2,635	533	3,013	-	6,545	-	-	-	-	2,828	29,946	45,502
Total Project Expenditures	268,415	27,426	155,170	-	371,263	-	-	-	-	146,411	2,892,397	3,861,081
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	268,415	27,426	155,170	-	371,263	-	-	-	-	146,411	2,892,397	3,861,081
Budgetary Fund Balance 9/30/20	7,165,534	1,208,727	582,438	381,010	3,900,887	374,537	2,564,306	252,151	-	5,756,658	12,290,765	34,457,013

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION PROJECTS  
9/30/2020**

Project Number	Description	Project Cost Estimate @ FY20 Budget	Mid-year budget Changes & Notes	Cost Incurred	
				to 6/30/2020	7/1-6/30
TR0000	Transportation Proj - Gen'l			\$ (458)	\$ -
TR0000-619	Transportation Projects LID			\$ (279)	\$ -
TR5022	Master Transportation Plan Updt	\$ 300,000		\$ 15,202	\$ -
TR5025	ROW Purchases	\$ AS AVAILABLE		\$ 52,379	\$ -
TR6116	Allen Cr. Rd. ImprV-W HB	\$ 2,300,000	City's portion	\$ 20,087	\$ 255.80
TR6118	CMAQ Sidewalk Project	\$ 1,950,000		\$ 1,476,080	\$ -
TR6158	Street Lighting/Signal Improvements	\$ 10,000	Annually	\$ 182,802	\$ -
TR6161	Bike Lane Striping	\$ 90,000	Annually	\$ 418,702	\$ -
TR6245	Willow Lane Reconstruction	\$ 500,000		\$ 257,027	\$ -
TR6247	Dimmick RR Crossing Corridor	\$ 50,000		\$ -	\$ -
TR6324	Overlay/Maintenance FY18/FY20	\$ 1,500,000		\$ 1,200,835	\$ 13,568.53
TR6325	Willow Lane Reconstruction	\$ 2,200,000		\$ 1,804,607	\$ 3,512.00
TR6333	Josephine County Transit Grant #2	\$ 153,300	Annual Grant	\$ 458,720	\$ -
TR6338	Emergency Storm Drain Projects	\$ 270,000		\$ 174,996	\$ 484.36
TR6356	Traffic Calming, Bike & Ped	\$ 40,000	As available	\$ 68,474	\$ 4,694.14
TR6359	Sidewalk Rehab Project		Annually	\$ 103,741	\$ 7,729.00
TR6357	ESTATES LANE IMPROVEMENTS		Annually	\$ 5,440	\$ 8,776.07
TR6372	OVERLAY/MAINTENANCE FY21/FY23	\$ 50,000-100,000	Annually	\$ 30,794	\$ 229,394.80
TR6413	Sidewalk Infill and Repair Fund	\$ 50,000	Annually	\$ 304,424	\$ -
TR9700	Bikeway Projects - General	\$ 120,000	Annually	\$ 673,625	\$ -
DO0000	Storm Drain & Open Space			\$ (109)	\$ -
DO6071	TMDL Implementation Plan Strtup	\$ 30,000	Annually	\$ 145,920	\$ 5,192.60
DO6319	Storm Water Utility & SDC Study	\$ 110,000		\$ 118,478	\$ 88.00
DO6321	General Engineering Services	\$ 25,000	As available	\$ 36,452	\$ 1,331.50
DO6336	Dentention Pond Maint/Upgrades	\$ 10,000	As available	\$ 15,879	\$ -
DO6337	Schroeder Lane North SD	\$ 1,000,000		\$ 64,096	\$ 1,618.25
DO6353	Emergency Storm Drain Projects			\$ 42,758	\$ 146,939.57
WA0000	Water Projects - General			\$ 35,030	\$ -
WA4742	Meadow Wood Res. 16	\$ 350,000		\$ 18,456	\$ -
WA5096	WTP Structural Repairs	\$ 75,000	Annually	\$ 850,873	\$ 363.78
WA6058	Water System Security Projects	\$ 10,000	Annually	\$ 134,045	\$ 503.93
WA6059	Pump Station Repairs	\$ 25,000	Annually	\$ 190,712	\$ -
WA6207	WTP Upgrade	\$ 81,000,000		\$ 1,641,194	\$ 2,740,868.42
WA6250	Water Rate & SDC Study	\$ 70,000		\$ 72,865	\$ 88.00
WA6251	Purchase Portable Generator for Pump Station	\$ 125,000		\$ 62,168	\$ -
WA6252	ARC Flash Study WA and SE	\$ 100,000		\$ -	\$ -
WA6330	Freeze Protect ARVS on Ped Bridge	\$ 50,000		\$ 9,804	\$ -
WA6360	Small Main Replacement Program	\$ 1,500,000		\$ 557,091	\$ 10,538.37
WA6361	WTP SCADA Improvements	\$ 225,000		\$ 248,946	\$ 5,386.40
WA6362	Redwood Highway Looping	\$ 3,400,000		\$ 226,234	\$ 4,420.00
WA6365	Source Water Protection Grants	\$ 65,000		\$ 61,342	\$ -
WA6369	WTP EQUIPMENT IMPROVEMENT	\$ 325,000		\$ 130,722	\$ 15,918.12
WA6376	GENERAL ENGINEERING SERVICES	\$ 325,000		\$ 48,803	\$ 4,312.79
WA6387	SCOVILLE ROAD WATER LOOPING	\$ -		\$ 54,493	\$ 52,254.98
WA6404	WATER SYSTEM RISK AND RESILIENCE	\$ -		\$ 1,245	\$ 610.75
WA6409	BEACON DRIVE	\$ -		\$ -	\$ 57,131.13
SE0000	Sewer Projects - General			\$ (463)	\$ -
SE4964	WRP Phase 2 Expansion	\$ 30,400,000		\$ 29,112,545	\$ 1,467.13
SE5080	WRP Structural Repairs	\$ 75,000	Annually	\$ 94,307	\$ -
SE6012	Western Av Sewer Replcmt	\$ 2,100,000		\$ 153,870	\$ 106,523.70
SE6112	Sewer Rate Study SE & RS	\$ 70,000		\$ 72,656	\$ 88.00
SE6198	Collection System Maintenance	\$ 75,000	Annually	\$ 1,019,966	\$ -
SE6199	Pump/Lift Station Equipment Imprvmt	\$ 10,000	Annually	\$ 256,728	\$ -
SE6200	Spalding Indust.Park WW Infrastructure	\$ 100,000		\$ 5,392	\$ -
SE6237	General Engineering Services	\$ 20,000	Annually	\$ 98,513	\$ 16,027.13
SE6238	Effluent Mixing Zone Dye Tracer Study	\$ 50,000		\$ -	\$ -
SE6239	WRP Equipment Improvement	\$ 50,000	Annually	\$ 66,342	\$ 8,987.88
SE6334	Public Works Asset Mgmt	\$ 330,000		\$ 332,917	\$ -
SE6335	Webster Pump Station No. 2 Rehab	\$ 1,000,000		\$ 13,308	\$ -
SE6375	COLLECTION SYSTEM MAINT & REPAIR	\$ 1,000,000		\$ 277,357	\$ 13,306.87
SE6374	REDWOOD AREA PUMP STATION & RIVER	\$ -		\$ 10,836	\$ -
LA0000	Landfill Projects-General			\$ (2)	\$ -
LA2640	Landfill Remediation	\$ 3,043,000		\$ 3,221,863	\$ 25,388.58
LA4681	Clean-up Program	\$ 30,000	Annually	\$ 158,778	\$ -
LA6355	Storm Water Pond	\$ 50,000		\$ 18,511	\$ 2,037.49

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION PROJECTS  
9/30/2020**

Project Number	Description	Project Cost Estimate @ FY20 Budget	Mid-year budget Changes & Notes	Cost Incurred	
				to 6/30/2020	7/1-6/30
LB0000	Lands & Bldgs Proj - General			\$ 537	\$ -
LB4245	Muni Parking Property Acq	\$ 515,000		\$ 382,338	\$ 111,730.4300
LB4377	Municipal Bldg Land Fund	UNKNOWN		\$ 413,970	\$ 8,581.50
LB4955	Allen Crk Trail: Ramsey>199	\$ 463,000		\$ 364,382	\$ -
LB5067	Tree Refund Program	\$ VARIES		\$ 31,302	\$ -
LB5077	Re-Vegetation Program	\$ VARIES		\$ 62,307	\$ -
LB6084	Vacant Prop. Safety & Renovation	\$ 170,000		\$ 150,295	\$ -
LB6085	Code/Plan Update	\$ 300,000		\$ 176,714	\$ 14,411.22
LB6099	Property Acquisition & lot line adj.	\$ 5,000 to 10,000	Annually	\$ 16,415	\$ -
LB6101	H T E Replacement	\$ 1,312,000		\$ 1,153,238	\$ -
LB6105	PEG Fund Projects for FY12,FY13	\$ 40,000	Annually	\$ 241,217	\$ -
LB6136	Fuels Reduction Plan	\$ 45,000		\$ 18,298	\$ -
LB6138	Downtown Hardscape	\$ 40,000		\$ 43,518	\$ -
LB6184	Sports Complex	\$700,000 to 900,000	per field installed	\$ 1,077,360	\$ -
LB6189	Exsting Park & Sports Facility Rehabilitation	Ongoing		\$ 332,091	\$ 5,476.16
LB6190	Riverside Park, River Trail	\$ 260,000		\$ 230,486	\$ -
LB6193	Weekend parkways-Open Streets	\$ 10,000 to 15,000	Annually	\$ 34,134	\$ -
LB6197	Fire Sprinkler & Structural Retrofit Grants	\$ 665,000		\$ 602,861	\$ -
LB6224	Grants Pass Area Brownfield Planning	\$ 200,000		\$ 168,579	\$ 9,978.81
LB6225	Fleet Maintenance Facility	\$ 600,000		\$ 45,190	\$ -
LB6228	Alternative Fueling Facility Design & Implementation Plan	\$ 112,000		\$ -	\$ -
LB6229	Downtown Parking	\$ 510,000		\$ 503,197	\$ 223.39
LB6233	DDA and AFD Evaluation and Clean Up	\$ 70,000		\$ 36,920	\$ -
LB6236	Spalding Industrial Park Development	\$ 19,000,000		\$ -	\$ -
LB6277	Downtown Accent Lighting	\$ 40,000		\$ 21,958	\$ -
LB6282	City Rebranding	\$ 105,000		\$ 73,945	\$ -
LB6313	Develop Park Area W. Caveman Bridge	\$ 75,000		\$ 8,201	\$ -
LB6314	Downtown Welcome Center Bldg	\$ 1,700,000		\$ 587	\$ 3,311.82
LB6315	Develop Hillcrest Park Reserve	\$ 495,000		\$ 10,701	\$ 8.00
LB6318	Parking Lot Art	\$ 15,000	Annually	\$ 36,520	\$ -
LB6326	School Park Construction	\$ 158,000		\$ 75,840	\$ -
LB6327	Technology Lifecycle Management FY17-FY19	\$ 50,000	Annually	\$ 194,439	\$ 14,153.21
LB6328	Public Safety & 911 HQ Building	\$ 9,150,000		\$ 10,247,079	\$ 7,332.28
LB6340	It's the Climate Sign - Refurbish	\$ 15,000		\$ 2,926	\$ -
LB6343	Parks Acquisition	UNKNOWN		\$ -	\$ -
LB6344	Makers Space	\$ 200,000		\$ 27,176	\$ -
LB6364	Jo Co Child Safety Seat Coalition	Varies by Year		\$ 4,697	\$ -
LB6351	HISTORIC DISTRICT BUILDING PLAQUES			\$ 2,450	\$ -
LB6368	Assistance to Firefighters Grant			\$ 44,695	\$ -
LB6370	Dollar Mountain	\$ 1,856,000		\$ 1,132,452	\$ 58,292.95
LB6377	Upgrade & repurpose Westholm Park	\$ 75,000		\$ 673	\$ -
LB6378	DOWNTOWN ALLEY ACTIVATION/BEAUTIFIC			\$ -	\$ -
LB6379	DUII Impact Panel	\$ 12,000	Annually	\$ 8,188	\$ 5,640.00
LB6380	GIS Master Plan	\$ 35,000		\$ 53,787	\$ 6,519.20
LB6381	Commercial & Nonprofit Infrastructure	\$ 500,000		\$ 346,325	\$ 66,698.16
LB6382	RIVER ROAD RESERVE SALE	\$ -		\$ 7,646	\$ 5,974.00
LB6389	UTILITY IVR & ONLINE CUSTOMER SVC	\$ -		\$ 29,025	\$ -
LB6392	5TH & G STREET PLAZA LIGHTING	\$ -		\$ -	\$ 4.00
LB6394	BUSINESS RENOVATION & RELOCATION	\$ -		\$ 57,470	\$ -
LB6399	PARKS SECURITY CAMERAS			\$ -	\$ 3,238.70
LB6403	PROPERTY ABATEMENT & BLIGHT CLEANUP			\$ -	\$ 1,354.25
LB6407	COVID-19 EMERGENCY RESPONSE	\$ -		\$ 135,675	\$ 47,520.00
LB6408	HOUSING STUDIES PASS THROUGH	\$ -		\$ 5,524	\$ 815.25
LB6580	Izaak Walton Bldg Replacement	UNKNOWN		\$ 46,003	\$ -
<b>TOTALS</b>		<b>\$ 175,537,300</b>		<b>\$ 66,692,192</b>	<b>\$ 3,861,081.40</b>
				Transfers Out	\$ -
				Total	\$ 3,861,081.40
				Fund Summaries	3,861,081.40
				Difference	\$ -

**Grants Pass Urban Renewal Agency**

**FY21 SUMMARY**

	BUDGET	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	Budget Remaining
<b>REVENUES:</b>							
Beginning Balance	\$ 1,125,000					\$ 1,147,247.48	
Property Taxes	\$ 1,211,755	\$ 2,920.78				\$ 2,920.78	\$ 1,208,834.22
Interest	5,000	3,396.35				\$ 3,396.35	1,603.65
Misc Revenue	-					-	-
<b>TOTAL REVENUE</b>	<b>2,341,755</b>	<b>\$ 6,317.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,317.13</b>	<b>\$ 1,210,437.87</b>
<b>EXPENDITURES:</b>							
<i>Contractual Services:</i>							
Advertising	\$ 2,000						\$ 2,000.00
Audit	5,500	1,600.00					5,500.00
Other Professional Services	5,000	6,780.47					5,000.00
<b>Total Contractual Services</b>	<b>12,500</b>	<b>\$ 8,380.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,380.47</b>	<b>\$ 4,119.53</b>
<i>Staff Expense - Billing:</i>							
City Manager		\$ -				\$ -	
Attorney		-				\$ -	
Finance Director		\$ 195.82	\$ -	\$ -	\$ -	\$ 195.82	
Parks & Community Dev. Director		-				\$ -	
Business Advocate		-	\$ -	\$ -	\$ -	\$ -	
Accounting Supervisor		-				\$ -	
Accountant		581.28	-	-	-	\$ 581.28	
Clerical		-	-	-	-	\$ -	
<b>Total Direct Charges</b>	<b>30,000</b>	<b>\$ 777.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 777.10</b>	<b>\$ 29,222.90</b>
<i>Capital Project Funding to City:</i>							
LB6314 Downtown Welcome Center	(500,000)	\$ -					\$ (500,000.00)
LB6390 Convention/Meeting Facility	60,000						\$ 60,000.00
LB6391 Blighted Building Removal/R	100,000						\$ 100,000.00
LB6392 5th & G Street Plaza Lighting	350,000						\$ 350,000.00
LB6394 Business Renovation/Reloca	400,000						\$ 400,000.00
LB6395 Riverside Park Improvement	400,000						\$ 400,000.00
SE6200 Spalding Ind. VW Infrastruc	145,000						\$ 145,000.00
<b>Other Capital Outlay</b>	<b>1,314,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,314,000.00</b>
<b>Total Capital Outlay</b>	<b>2,269,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,269,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,311,500</b>	<b>\$ 9,157.57</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,157.57</b>	<b>\$ 2,302,342.43</b>
Ending Balance/Contingency	\$ 30,255					\$ 1,144,407.04	

## Quarterly Investment Report as of September 30, 2020

Total Cash/Investment Balance at Quarter End \$ 68,194,330

	% of Cash Balance	Investment Policy Limit	% Available (Over)
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### Maximum Maturities

#### Total Investments Maturing in

OVER 36 months	\$ -	0%	0%	0%
OVER 360 days	\$ 7,029,245	10%	30%	20%
OVER 180 days	\$ 8,071,743	12%	55%	43%
OVER 1 day	\$ 13,319,499	20%	85%	65%

### Per Issuer Limits

#### US Agencies

TOTAL FAMCA Holdings	\$ -	0%	25%	25%
TOTAL FARMER MAC Holdings	\$ 1,012,186	1%	25%	24%
TOTAL FHLB Holdings	\$ -	0%	25%	25%
TOTAL FFCB Holdings	\$ 1,876,378	3%	25%	22%
TOTAL FHLMC Holdings	\$ 1,000,321	1%	25%	24%
TOTAL FNMA Holdings	\$ -	0%	25%	25%

#### Banking Institutions

Umpqua Bank (excluding CDARS)	\$ 8,513,780	12%	35%	23%
Washington Federal (excluding CDARS)	\$ 479,109	1%	35%	34%

#### Other

Banker's Acceptance	\$ -	0%	10%	10%
A1/P1 Rated Commercial Paper	\$ -	0%	10%	10%
Repurchase Agreements	\$ -	0%	10%	10%
TOTAL LGIP Accounts	\$ 47,878,453	70%	75%	5%

### Per Investment Type Limits

US Treasury Obligations	\$ -	0%	85%	85%
US Agency	\$ 8,901,853	13%	75%	62%
Certificate of Deposit	\$ 9,379,244	14%	50%	36%
Bank Deposits: Savings & Money Market	\$ 560,384	1%	no limit	no limit
Banker's Acceptance	\$ -	0%	25%	25%
A1 / P1 Rated Commercial Paper	\$ -	0%	25%	25%
Repurchase Agreement	\$ -	0%	25%	25%
TOTAL LGIP Accounts	\$ 47,447,007	70%	75%	5%

### Performance Standards & Benchmarks

	QTR Average	Jul 2020	Aug 2020	Sep 2020
Average Yield for City Investments	1.25%	1.35%	1.19%	1.20%
LGIP Rate	1.07%	1.21%	1.00%	1.00%
3 Month T-Bill	0.11%	0.13%	0.10%	0.11%

The general objectives of the City's investment policy, in order of priority, are: Safety, Liquidity, and Yield.

It is the goal of the City to maintain throughout the accounting cycle a yield that is not more than 50 basis points (1/2 percent) lower than the LGIP, and is not less than 25 basis points (1/4 percent) higher than that of the 91-Day US Treasury Bill.





Item: Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2020.

Date: February 17, 2021

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SUBJECT AND SUMMARY:

Monthly and quarterly financial reports are prepared and acknowledged by Council to convey information about the City's budget and current financial condition.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of **LEADERSHIP** by ensuring financial records and system are effective and that Council has the opportunity to access the City's financial information.

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CALL TO ACTION SCHEDULE:

N/A

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BACKGROUND:

A summary monthly report and a more detailed quarterly report are prepared to convey information about the City's budget, the current financial condition, and seasonal or unique financial transactions throughout the year for the various funds of the City.

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COST IMPLICATION:

None.

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RECOMMENDED ACTION:

It is recommended the Council acknowledge the receipt of the monthly and quarterly financial reports for quarter ended December 2020.

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POTENTIAL MOTION:

I move to acknowledge the monthly and quarterly financial reports for quarter ended December 2020.

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ITEM: 4.f. MOTION ACKNOWLEDGING RECEIPT OF THE MONTHLY AND QUARTERLY FINANCIAL REPORTS FOR THE QUARTER ENDED DECEMBER 2020.

**CITY OF GRANTS PASS**  
**MONTHLY & QUARTERLY FINANCIAL REPORT**  
**October through December 2020**  
**Discussion & Analysis**



As September marks the end of a quarter, attached in this month's financial report package are the City's monthly and quarterly reports as follows:

**Quarterly Reports:**

- Monthly Financial Reports for October, November, and December of 2020 (by % of prorated budget) – also shows beginning and ending budgetary fund balances
- Expanded Year-To-Date Revenue Summary for the General Fund
- Expanded Year-To-Date Revenue Summary by Program/Activity (by % of annual budget) – shows the revenues by category in each fund or division
- Expanded Year-To-Date Expenditure Summary by Program/Activity
- Quarterly Capital Fund and Capital Project Report
- Grants Pass Urban Renewal Agency quarterly financial summary
- Investment Summary

In reviewing the monthly reports, since this is a prorated budget variance report, any variances significantly different from 100% would imply either seasonality or true variances. The quarterly reports are budget variance reports by the percentage of the annual budget. Therefore, in reviewing the expanded quarterly year-to-date reports any budget variances significantly different from 50% would imply seasonal considerations or true variances.

**REVENUES**

Most of the General Fund revenues are either seasonal or come in on a quarterly basis right after the end of each quarter. Many types of franchise taxes and revenue sharing amounts are typically posted a month or a quarter in arrears except at fiscal year-end, and most of the property tax revenue comes in during November and December.

Property taxes are by far the largest revenue source for the General Fund and provide the bulk of the funding dedicated to the public safety divisions. The City recently received the 2020 assessment report from Josephine County which showed a change to assessed values for the Fiscal Year ending June 30, 2021 slightly higher than projected during last year's budget process. Total assessed values increased 3.62% over the previous fiscal year. This was approximately 0.4% higher than projected, which means the main revenue source for public safety divisions is on track to be slightly higher than budget estimates this year. Approximately 1.77% of the increase was due to new construction and about 1.85% was due to an increase in assessed values on existing properties.

As all property taxes received by the City are dedicated or restricted to public safety services, the net impact to property taxes for public safety versus the amount budgeted is expected to be revenues of approximately \$70,800 over the revenue budget for FY21. This should slightly help offset the need for discretionary General

Fund revenues that would otherwise be used to fund a small portion of the public safety budgets as property taxes and other public safety revenues don't fully fund current service levels.

The total levy amount due to the new Urban Renewal Agency (URA) will also be slightly higher than projected in this fourth year of collecting the URA's tax increment financing revenues. The relatively new URA has seen strong growth in assessed values in the first three years and should have approximately \$69,000 more than the \$1,211,755 in budgeted property tax revenues this fiscal year.

One other standout in General Fund and public safety revenues this year is the relatively new local marijuana tax. With less than two full years of history to analyze, conservative revenue budget estimates are still being used. This tax is being collected by the state revenue department at the same time as they collect the state's marijuana tax and it is then turned over to the City on a quarterly basis. Having received the first quarter of revenue and comparing that to the prior year, the City could see \$60,000 more state shared marijuana tax and \$50,000 more local marijuana tax than budgeted. Both the state marijuana tax revenue sharing and the local marijuana tax revenues are dedicated to the police division within the General Fund budget.

Revenues in the Building Division are a key indicator of the level of property development happening in the City and a key statistic we review on a quarterly basis. Through the second quarter of fiscal 2021, we continue to see strong level of activity. As of December, the Building Division had already received 105% of current fiscal year budgeted revenue.

Both the Water Fund and Wastewater utility funds' revenues are running close to the prorated budget or slightly high (compared to prorated budget) due to late summer and early fall being the peak season billing and the season of higher water use. A CPI-based increase of 1.39% was scheduled to go into effect on January 1st for all utility fees as well as a portion of the multi-year increases to the Water, Wastewater, and Stormwater fees. Charges for services for the Transportation Utility fee are so far just slightly below the prorated budget. Phased in increases in the new Storm Water utility fee should help catch up with the revenue budget expectations by the end of the fiscal year after being slightly under the prorated budget for the first half of the year.

Two revenue sources of concern are the Lodging Taxes and the Gas Taxes. Both of these revenues have been impacted by the COVID-19 pandemic. Lodging Tax revenue was budgeted with a conservative 25% reduction from the previous fiscal year. The Summer months are the busiest time of year for tourism and saw the greatest reduction in revenue. However, the devastating fires in southern Oregon increased demand for short term lodging. This boosted Lodging tax revenue for that quarter. Through December, Lodging Tax revenues are only 17% less than through the same period last year. If this continues, Lodging Tax revenue should come in above budget. Gas Taxes are a combination of the tax on fuel as well as state shared revenue from licenses, permits, and registrations. The reduced travel and the closing of Oregon DMV offices has reduced Gas Tax revenue. Through December, this revenue source is 16% less than budgeted.

For many internal service funds, revenue for month/year for many funds will be close to the prorated budget amounts or 25% of annual amounts for this quarter due to charging out for services at even increments throughout the year. Standard monthly charges happen throughout the year for the Administrative Services Fund, the Garage and Equipment Replacement Funds, the Information Technology Fund, the Community Development Management Fund, the Public Works Administration Fund, the General Insurance Fund, and the Property Management Fund (different calculation methodologies behind the total annual charges for each of these funds). The Engineering Fund has a mix of fixed charges and variable charges based on capital project

activity and development activity. The Workers Compensation Insurance Fund and Health Insurance/Benefits Admin Fund also assess charges regularly throughout the year based on the payroll cycle.

## **EXPENDITURES**

The expanded quarterly expenditure report is organized in a manner very similar to the way the budget is legally adopted and appropriated (by department or division in most cases). All operating departments are spending within prorated operating budgets. Certain funds such as the General Insurance Fund and the Workers Comp Insurance Fund also make full year policy payments early in the fiscal year which makes it look like they are on track to be over budget. However, those large payments are one-time annual payments. Also, in the month of December, the Water and Wastewater funds made semi-annual debt service payments which made the single month expenditures look higher than the typical month in these funds.

It is also important to remember when looking at the expanded quarterly expenditure report that capital project funds only budget for “capital outlay” line item expenditures, but as projects move forward the expenditures are posted in a variety of expenditure categories such as supplies or contractual services. Looking at the total expenditures versus budget in the capital project funds is a better way of reviewing expenditure activities for this type of fund. The best way to see which projects are in process during the fiscal year is the capital project report towards the end of this financial report package. The capital project report shows the total expenditures for each individual project this fiscal year.

Also, the quarterly expenditure budget to actual report shows encumbrances, which are contract expenditures that have been committed to for later in the year but not yet paid. In some cases, throughout the expenditure budget reports, this makes the actual compared to budget slightly higher on a percentage of budget spent term (there is a column in the report that shows these encumbrance amounts).

## **BUDGET ADJUSTMENTS & OTHER FISCAL ACTIVITY**

There were no budget adjustments made through the second quarter of FY’21.

**Annual Financial Audit:** This year’s financial audit was a relatively smooth process and the City once again received a “clean” (unqualified) audit opinion from our financial auditors. The City of Grants Pass has also won the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for 38 consecutive fiscal years, the latest award being given for the FY’19 CAFR. The Certificate of Achievement is a prestigious award recognizing conformance with the highest standards for preparation of state and local government financial reports. In December we also submitted the FY’20 CAFR to this GFOA award program for review.

All the financial and budget reports of the City can also be found online on the City’s website under the Finance department at

<http://www.grantspassoregon.gov/155/Finance-Department>

We hope this discussion and analysis provided some insight into the City financial activities. Should you have additional comments or questions please feel free to contact the Finance Department.

CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
October 31, 2020  
Unaudited Budget to Actuals

ANNUAL BUDGET	October BUDGET	October ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
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**General Fund:**

<b>Revenues</b>						
Beginning Balance	\$ 12,009,094			\$ 12,009,094	\$ 12,761,767	
Property Tax	\$ 19,556,900	\$ 1,629,741.67	\$ 59,338	4%	\$ 6,518,967	\$ 142,587
Franchise & Other Taxes	\$ 3,622,500	\$ 301,875	\$ 619,450	205%	\$ 1,207,500	\$ 952,250
Licenses & Permits	\$ 419,800	\$ 34,983	\$ 74,523	213%	\$ 139,933	\$ 248,351
Inter-Governmental & Grants	\$ 2,504,400	\$ 208,700	\$ 93,785	45%	\$ 834,800	\$ 488,112
Fees & Charges for Service	\$ 1,433,000	\$ 119,417	\$ 288,175	241%	\$ 477,667	\$ 775,177
Interest Income (misc)	\$ 110,000	\$ 9,167	\$ 5,196	57%	\$ 36,667	\$ 33,732
Other Revenue	\$ 167,900	\$ 13,992	\$ 8,720	62%	\$ 55,967	\$ 16,885
Transfers in	\$ 1,270,000	\$ 105,833	\$ -	0%	\$ 423,333	\$ 250,913
<b>TOTAL RESOURCES</b>	<b>\$ 41,093,594</b>	<b>\$ 2,423,708</b>	<b>\$ 1,149,187</b>	<b>47%</b>	<b>\$ 21,703,927</b>	<b>\$ 15,669,774</b>
<b>Expenditures</b>						
Council and General Operations	\$ 417,042	\$ 34,753.50	\$ 26,822	77%	\$ 139,014.00	\$ 111,839
Public Safety	\$ 26,312,566	\$ 2,192,714	\$ 2,486,646	113%	\$ 8,770,855	\$ 7,896,721
Parks & Recreation	\$ 2,994,189	\$ 249,516	\$ 205,073	82%	\$ 998,063	\$ 845,269.69
Community Development	\$ 1,932,159	\$ 161,013	\$ 136,806	85%	\$ 644,053	\$ 461,101.45
Economic Dev/Tourism/Downtown Dev.	\$ 1,282,874	\$ 106,906	\$ 80,047	75%	\$ 427,625	\$ 314,777
Transfers out	\$ 100,000	\$ 8,333	\$ -	0%	\$ 33,333	\$ 6,390
Contingency & Ending Balance (Budgetary)	\$ 6,742,766				\$ 6,742,766	\$ 4,292,967.21
Ending Balance Building (Budgetary Basis)	\$ 1,311,998				\$ 1,311,998	\$ 1,738,708
<b>TOTAL REQUIREMENTS</b>	<b>\$ 41,093,594</b>	<b>\$ 2,753,236</b>	<b>\$ 2,935,394</b>	<b>107%</b>	<b>\$ 19,067,707</b>	<b>\$ 15,669,774</b>

**Lodging Tax:**

Beginning Balance	\$ -			\$ -	\$ 7,706	
Revenues	\$ 1,278,900	\$ 106,575	\$ 462,997	434%	\$ 426,300	\$ 754,365
Expenditures	\$ 11,800	\$ 983	\$ 625	64%	\$ 3,933	\$ 2,500
Transfers out	\$ 1,267,100	\$ 105,592	\$ -	0%	\$ 422,367	\$ 297,133
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 462,437
						Budgetary Balance**

**Street Utility:**

Beginning Balance	\$ 623,726			\$ 623,726	\$ 549,085	
Revenues	\$ 3,888,013	\$ 324,001	\$ 350,644	108%	\$ 1,296,004	\$ 992,377
Transfers in	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Expenditures	\$ 2,089,497	\$ 174,125	\$ 166,178	95%	\$ 696,499	\$ 595,122
Transfers out	\$ 1,825,000	\$ 152,083	\$ 12,985	9%	\$ 608,333	\$ 31,395
Contingency & Ending Balance (Budgetary)	\$ 597,242				\$ 597,242	\$ 914,944
						Budgetary Balance**



## MONTHLY FINANCIAL REPORT

October 31, 2020

Unaudited Budget to Actuals

	ANNUAL BUDGET	October BUDGET	October ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ 587	1%	\$ 209,200	\$ 110,915	53%
Expenditures	\$ 920,000	\$ 76,667	\$ 7,136	9%	\$ 308,667	\$ 22,639	7%
Contingency & Ending Balance (Budgetary)	\$ 87,600				\$ 87,600	\$ 733,048	Budgetary Balance**

**Debt Service, Gen Obligation and Bancroft:**

Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ 1,741	4%	\$ 185,000	\$ 25,150	14%
Expenditures	\$ 50,000	\$ 4,167	\$ 417	10%	\$ 16,667	\$ 3,117	19%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 173,667	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 108,228	Budgetary Balance**

**Transportation Capital Projects:**

Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 44,746	68%	\$ 262,500	\$ 277,973	106%
Transfers in	\$ 1,965,000	\$ 163,750	\$ 12,985	8%	\$ 655,000	\$ 31,395	5%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 370,700	49%	\$ 2,996,994	\$ 639,115	21%
Transfers out	\$ 5,000	\$ 417	\$ -	0%	\$ 1,667	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 6,852,566	Budgetary Balance**

**Solid Waste and Capital Projects:**

Beginning Balance	\$ 1,568,898				\$ 1,568,898	\$ 1,658,066	
Revenues	\$ 716,141	\$ 59,678	\$ 38,575	65%	\$ 238,714	\$ 214,029	90%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 1,667	\$ -	0%
Expenditures	\$ 1,801,386	\$ 150,116	\$ 55,303	37%	\$ 800,462	\$ 186,093	31%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 9,667	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 459,653				\$ 459,653	\$ 1,686,002	Budgetary Balance**

**Storm Water and Storm Water Capital Projects:**

Beginning Balance	\$ 1,777,098				\$ 1,777,098	\$ 1,993,818	
Revenues	\$ 2,665,250	\$ 222,104	\$ 183,209	82%	\$ 888,417	\$ 728,341	82%
Transfers in	\$ 1,370,000	\$ 114,167	\$ -	0%	\$ 456,667	\$ -	0%
Expenditures	\$ 4,063,196	\$ 338,600	\$ 73,376	22%	\$ 1,354,399	\$ 502,515	37%
Transfers out	\$ 1,375,000	\$ 114,583.33	\$ -	0%	\$ 458,333	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 374,152				\$ 374,152	\$ 2,219,844	Budgetary Balance**

**Lands and Buildings Capital Projects:**

Beginning Balance	\$ 4,222,893				\$ 4,222,893	\$ 4,390,187	
Revenues	\$ 5,486,500	\$ 457,208	\$ 14,430	3%	\$ 1,828,833	\$ 218,318	12%
Transfers in	\$ 1,007,100	\$ 83,925	\$ -	0%	\$ 335,700	\$ 52,611	16%
Expenditures	\$ 10,566,493	\$ 880,541	\$ 84,779	10%	\$ 3,522,164	\$ 456,042	13%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,205,074	Budgetary Balance**





## MONTHLY FINANCIAL REPORT

October 31, 2020

Unaudited Budget to Actuals

Unaudited budget to Actuals

ANNUAL BUDGET		October BUDGET		October ACTUAL ***		% OF MONTH BUDGET		YEAR-TO-DATE BUDGET		YEAR-TO-DATE ACTUAL ***		% OF YEAR-TO-DATE BUDGET			
Information Technology:															
Beginning Balance		\$ 305,000						\$ 305,000		\$ 379,647					
Revenues		\$ 1,128,856		\$ 94,071		\$ 94,376		100%		\$ 376,285		\$ 377,519		100%	
Expenditures		\$ 1,000,553		\$ 83,379		\$ 78,675		94%		\$ 333,518		\$ 347,826		104%	
Contingency & Ending Balance (Budgetary)		\$ 353,303								\$ 353,303		\$ 409,340		Budgetary Balance**	
Property Management:															
Beginning Balance		\$ 267,176								\$ 267,176		\$ 275,777			
Revenues		\$ 732,713		\$ 61,059		\$ 61,415		101%		\$ 244,238		\$ 251,465		103%	
Expenditures		\$ 892,453		\$ 74,371.08		\$ 62,108		84%		\$ 297,484		\$ 252,119		85%	
Transfers out		\$ -		\$ -		\$ -		0%		\$ -		\$ -		0%	
Contingency & Ending Balance (Budgetary)		\$ 107,436								\$ 107,436		\$ 275,124		Budgetary Balance**	
Engineering:															
Beginning Balance		\$ 387,642								\$ 387,642		\$ 257,272			
Revenues		\$ 1,209,700		\$ 100,808		\$ 68,720		68%		\$ 403,233		\$ 417,867		104%	
Expenditures		\$ 1,193,605		\$ 99,467		\$ 117,545		118%		\$ 397,868		\$ 392,057		99%	
Contingency & Ending Balance (Budgetary)		\$ 403,737								\$ 403,737		\$ 283,082		Budgetary Balance**	
Community Dev. Management:															
Beginning Balance		\$ 63,337								\$ 63,337		\$ 331,258			
Revenues		\$ 620,771		\$ 51,731		\$ 51,598		100%		\$ 206,924		\$ 206,551		100%	
Expenditures		\$ 603,727		\$ 50,311		\$ 58,444		116%		\$ 201,242		\$ 204,844		102%	
Transfers out		\$ -		\$ -		\$ -		0%		\$ -		\$ -		0%	
Contingency & Ending Balance (Budgetary)		\$ 80,381								\$ 80,381		\$ 332,965		Budgetary Balance**	
Public Works Administration															
Beginning Balance		\$ 351,159								\$ 351,159		\$ 453,893			
Revenues		\$ 998,050		\$ 83,171		\$ 77,689		93%		\$ 332,683		\$ 325,555		98%	
Expenditures		\$ 945,165		\$ 78,764		\$ 92,982		118%		\$ 315,055		\$ 265,523		84%	
Transfers out		\$ 110,000		\$ 9,167		\$ -		0%		\$ 36,667		\$ -		0%	
Contingency & Ending Balance (Budgetary)		\$ 294,044								\$ 294,044		\$ 513,925		Budgetary Balance**	
Insurance Funds & PERS Reserve Funds:															
Beginning Balance		\$ 4,217,101								\$ 4,217,101		\$ 4,526,298			
Revenues		\$ 962,023		\$ 80,169		\$ 105,328		131%		\$ 320,674		\$ 348,499		109%	
Expenditures		\$ 3,620,649		\$ 301,721		\$ 91,927		30%		\$ 1,206,883		\$ 922,463		76%	
Contingency & Ending Balance (Budgetary)		\$ 1,558,475								\$ 1,558,475		\$ 3,952,335		Budgetary Balance**	

CITY OF GRANTS PASS  
**MONTHLY FINANCIAL REPORT**  
 October 31, 2020  
 Unaudited Budget to Actuals

ANNUAL BUDGET		October BUDGET		October ACTUAL ***	% OF MONTH BUDGET	YEAR-TO-DATE BUDGET		YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET			
Administrative Services Fund:												
Beginning Balance	\$	1,424,327				\$	1,424,327	\$	1,388,977			
Revenues	\$	3,955,828	\$	329,652	\$	332,915	101%	\$	1,318,609	\$	1,351,126	102%
Expenditures	\$	4,207,288	\$	350,607	\$	338,827	97%	\$	1,402,429	\$	1,185,735	85%
Transfers out	\$	65,000	\$	5,417	\$	-	0%	\$	21,667	\$	-	0%
Contingency & Ending Balance (Budgetary)	\$	1,107,867						\$	1,107,867	\$	1,554,368	Budgetary Balance**

<b>City of Grants Pass Urban Renewal Agency:</b>									
Beginning Balance	\$	1,125,000				\$	1,125,000	\$	1,147,247
Revenues	\$	1,216,755	\$	101,396	\$	3,129	3%	\$	9,446
Expenditures	\$	2,311,500	\$	192,625	\$	1,775	1%	\$	10,932
Contingency & Ending Balance (Budgetary)	\$	30,255				\$	30,255	\$	1,145,762
Budgetary Balance**									

<b>Jos. County/City of GP Solid Waste Agency:</b>									
Beginning Balance	\$	2,059,153				\$	2,059,153	\$	2,025,321
Revenues	\$	530,000	\$	44,167	\$	37,159	84%	\$	117,073
Expenditures	\$	525,600	\$	43,800	\$	2,171	5%	\$	27,139
Contingency & Ending Balance (Budgetary)	\$	2,063,553				\$	2,063,553	\$	2,115,255
Budgetary Balance**									

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.  
 month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a

<b>Investments:</b>		Average Yield	
Oregon State LGIP	\$ 47,673,040		0.91%
Bank Savings & Money Market	\$ 562,319		0.16%
US Treasury & US Agency Bonds	\$ 2,885,414		1.53%
Bank Time Deposits	\$ 9,448,000		2.25%
<b>TOTAL</b>	<b>\$ 60,568,773</b>	<b>1.14%</b>	<b>Overall Average</b>

<b>Debt Outstanding (in principal amounts):</b>		
Public Safety and 911 Building Loan	\$ 6,000,000	
City Wastewater Utility 2009 Refunding Bonds	\$ 905,000	
City Wastewater Utility 2017 Revenue Bonds	\$ 9,035,000	
City Wastewater Utility 2018 Revenue Bonds	\$ 6,155,000	
City Water Full Faith & Credit Bonds	\$ 1,425,000	
Total Non-Bonded Debt	\$ -	
<b>TOTAL</b>	<b>23,520,000</b>	
Total net debt applicable to the limit as % of debt limit. (est.)		4.72%





## MONTHLY FINANCIAL REPORT

November 30, 2020

Unaudited Budget to Actuals

Unaudited Budget for FY2020							
	ANNUAL BUDGET	November BUDGET	November ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
CD Block Grant / HUD:							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ (1,044)	-2%	\$ 261,500	\$ 109,871	42%
Expenditures	\$ 920,000	\$ 76,667	\$ 4,077	5%	\$ 383,333	\$ 26,716	7%
Contingency & Ending Balance (Budgetary)	\$ 87,600				\$ 87,600	\$ 727,927	Budgetary Balance**
Debt Service, Gen Obligation and Bancroft:							
Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ 1,770	4%	\$ 231,250	\$ 26,921	12%
Expenditures	\$ 50,000	\$ 4,167	\$ 417	10%	\$ 20,833	\$ 3,533	17%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 217,083	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 109,582	Budgetary Balance**
Transportation Capital Projects:							
Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 164,646	251%	\$ 328,125	\$ 442,620	135%
Transfers in	\$ 1,965,000	\$ 163,750	\$ 571,913	349%	\$ 818,750	\$ 603,308	74%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 149,131	20%	\$ 3,746,242	\$ 788,245	21%
Transfers out	\$ 5,000	\$ 417	\$ 215,999	51840%	\$ 2,083	\$ 215,999	10368%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 7,223,995	Budgetary Balance**
Solid Waste and Capital Projects:							
Beginning Balance	\$ 1,568,898				\$ 1,568,898	\$ 1,658,066	
Revenues	\$ 716,141	\$ 59,678	\$ 48,651	82%	\$ 298,392	\$ 262,681	88%
Transfers in	\$ 5,000	\$ 417	\$ -	0%	\$ 2,083	\$ -	0%
Expenditures	\$ 1,801,386	\$ 150,116	\$ 104,054	69%	\$ 750,578	\$ 290,148	39%
Transfers out	\$ 29,000	\$ 2,417	\$ -	0%	\$ 12,083	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 459,653				\$ 459,653	\$ 1,630,599	Budgetary Balance**
Storm Water and Storm Water Capital Projects:							
Beginning Balance	\$ 1,777,098				\$ 1,777,098	\$ 1,993,818	
Revenues	\$ 2,665,250	\$ 222,104	\$ 192,003	86%	\$ 1,110,521	\$ 920,343	83%
Transfers in	\$ 1,370,000	\$ 114,167	\$ 500,000	438%	\$ 570,833	\$ 500,000	88%
Expenditures	\$ 4,063,196	\$ 338,600	\$ 80,956	24%	\$ 1,692,988	\$ 583,471	34%
Transfers out	\$ 1,375,000	\$ 114,583.33	\$ 505,000	441%	\$ 572,917	\$ 505,000	88%
Contingency & Ending Balance (Budgetary)	\$ 374,152				\$ 374,152	\$ 2,325,690	Budgetary Balance**
Lands and Buildings Capital Projects:							
Beginning Balance	\$ 4,222,893				\$ 4,222,893	\$ 4,390,187	
Revenues	\$ 5,486,500	\$ 457,208	\$ 111,534	24%	\$ 2,286,042	\$ 329,852	14%
Transfers in	\$ 1,007,100	\$ 83,925	\$ 340,049	405%	\$ 419,625	\$ 392,660	94%
Expenditures	\$ 10,566,493	\$ 880,541	\$ 75,235	9%	\$ 4,402,705	\$ 531,278	12%
Transfers out	\$ 150,000	\$ 12,500	\$ 150,000	1200%	\$ 62,500	\$ 150,000	240%
Ending Balance/Contingency (Budgetary)	\$ -				\$ -	\$ 4,431,422	Budgetary Balance**

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CITY OF GRANTS PASS  
MONTHLY FINANCIAL REPORT  
November 30, 2020  
Unaudited Budget to Actuals

	ANNUAL BUDGET	November BUDGET	November ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Wastewater Fund:</b>							
Beginning Balance	\$ 1,415,849				\$ 1,415,849	\$ 1,982,240	
Revenues	\$ 8,011,430	\$ 667,618	\$ 665,124	100%	\$ 3,338,096	\$ 3,448,867	103%
Expenditures	\$ 5,914,654	\$ 492,888	\$ 1,231,675	250%	\$ 2,464,439	\$ 2,402,716	97%
Transfers out	\$ 1,890,000	\$ 157,500	\$ 1,255,000	797%	\$ 787,500	\$ 1,255,000	159%
Contingency & Ending Balance (Budgetary)	\$ 1,657,625				\$ 1,657,625	\$ 1,773,390	Budgetary Balance**
<b>Wastewater Capital Projects:</b>							
Beginning Balance	\$ 6,188,744				\$ 6,188,744	\$ 6,992,618	
Revenues	\$ 331,250	\$ 27,604	\$ 154,894	561%	\$ 138,021	\$ 479,269	347%
Transfers in	\$ 1,995,000	\$ 166,250	\$ 1,345,000	809%	\$ 831,250	\$ 1,345,000	162%
Expenditures	\$ 8,479,984	\$ 706,666	\$ 128,512	18%	\$ 3,533,331	\$ 321,359	9%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 8,495,528	Budgetary Balance**
<b>Water Fund:</b>							
Beginning Balance	\$ 1,630,438				\$ 1,630,438	\$ 1,841,293	
Revenues	\$ 8,665,654	\$ 722,138	\$ 679,597	94%	\$ 3,610,689	\$ 4,485,229	124%
Expenditures	\$ 5,127,234	\$ 427,270	\$ 810,506	190%	\$ 2,136,348	\$ 2,266,957	106%
Transfers out	\$ 3,755,000	\$ 312,917	\$ 2,265,000	724%	\$ 1,564,583	\$ 2,265,000	145%
Contingency & Ending Balance (Budgetary)	\$ 1,413,858				\$ 1,413,858	\$ 1,794,566	Budgetary Balance**
<b>Water Capital Projects:</b>							
Beginning Balance	\$ 15,651,622				\$ 15,651,622	\$ 16,273,117	
Revenues	\$ 201,000	\$ 16,750	\$ 103,220	616%	\$ 83,750	\$ 692,362	827%
Transfers in	\$ 3,540,000	\$ 295,000	\$ 2,250,000	763%	\$ 1,475,000	\$ 2,250,000	153%
Expenditures	\$ 19,357,622	\$ 1,613,135	\$ 70,438	4%	\$ 8,065,676	\$ 3,088,247	38%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 16,127,231	Budgetary Balance**
<b>Vehicle Maintenance</b>							
Beginning Balance	\$ 220,603				\$ 220,603	\$ 245,456	
Revenues	\$ 1,227,393	\$ 102,283	\$ 101,510	99%	\$ 511,414	\$ 512,462	100%
Expenditures	\$ 1,163,382	\$ 96,949	\$ 88,569	91%	\$ 484,743	\$ 399,142	82%
Contingency & Ending Balance (Budgetary)	\$ 284,614				\$ 284,614	\$ 358,777	Budgetary Balance**
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 2,905,999				\$ 2,905,999	\$ 3,068,067	
Revenues	\$ 2,265,104	\$ 188,759	\$ 115,469	61%	\$ 943,793	\$ 575,011	61%
Transfers in	\$ 55,000	\$ 4,583	\$ -	0%	\$ 22,917	\$ -	0%
Expenditures	\$ 1,225,000	\$ 102,083	\$ 11,204	11%	\$ 510,417	\$ 129,668	25%
Contingency & Ending Balance (Budgetary)	\$ 4,001,103				\$ 4,001,103	\$ 3,513,409	Budgetary Balance**

## MONTHLY FINANCIAL REPORT

November 30, 2020

Unaudited Budget to Actuals

Unaudited Budget to Actuals

	ANNUAL BUDGET	November BUDGET	November ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
Information Technology:							
Beginning Balance	\$ 305,000				\$ 305,000	\$ 379,647	
Revenues	\$ 1,128,856	\$ 94,071	\$ 94,281	100%	\$ 470,357	\$ 471,800	100%
Expenditures	\$ 1,000,553	\$ 83,378	\$ 67,257	81%	\$ 416,897	\$ 415,083	100%
Transfers out	\$ 80,000	\$ 6,667	\$ 50,000	750%	\$ 33,333	\$ 50,000	150%
Contingency & Ending Balance (Budgetary)	\$ 353,303				\$ 353,303	\$ 386,364	Budgetary Balance**
Property Management:							
Beginning Balance	\$ 267,176				\$ 267,176	\$ 275,777	
Revenues	\$ 732,713	\$ 61,059	\$ 59,480	97%	\$ 305,297	\$ 310,945	102%
Expenditures	\$ 892,453	\$ 74,371.08	\$ 74,666	100%	\$ 371,855	\$ 326,785	88%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 107,436				\$ 107,436	\$ 259,937	Budgetary Balance**
Engineering:							
Beginning Balance	\$ 387,642				\$ 387,642	\$ 257,272	
Revenues	\$ 1,209,700	\$ 100,808	\$ 167,941	167%	\$ 504,042	\$ 585,808	116%
Expenditures	\$ 1,193,605	\$ 99,467	\$ 93,181	94%	\$ 497,335	\$ 485,238	98%
Contingency & Ending Balance (Budgetary)	\$ 403,737				\$ 403,737	\$ 357,843	Budgetary Balance**
Community Dev. Management:							
Beginning Balance	\$ 63,337				\$ 63,337	\$ 331,258	
Revenues	\$ 620,771	\$ 51,731	\$ 51,554	100%	\$ 258,655	\$ 258,105	100%
Expenditures	\$ 603,727	\$ 50,311	\$ 37,898	75%	\$ 251,553	\$ 242,542	96%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 80,381				\$ 80,381	\$ 346,821	Budgetary Balance**
Public Works Administration							
Beginning Balance	\$ 351,159				\$ 351,159	\$ 453,893	
Revenues	\$ 998,050	\$ 83,171	\$ 87,179	105%	\$ 415,854	\$ 412,734	99%
Expenditures	\$ 945,165	\$ 78,764	\$ 55,959	71%	\$ 393,819	\$ 321,482	82%
Transfers out	\$ 110,000	\$ 9,167	\$ 110,000	1200%	\$ 45,833	\$ 110,000	240%
Contingency & Ending Balance (Budgetary)	\$ 294,044				\$ 294,044	\$ 435,145	Budgetary Balance**
Insurance Funds & PERS Reserve Funds:							
Beginning Balance	\$ 4,217,101				\$ 4,217,101	\$ 4,526,298	
Revenues	\$ 962,023	\$ 80,169	\$ 87,012	109%	\$ 400,843	\$ 435,511	109%
Expenditures	\$ 3,620,649	\$ 301,721	\$ 34,629	11%	\$ 1,508,604	\$ 957,091	63%
Contingency & Ending Balance (Budgetary)	\$ 1,558,475				\$ 1,558,475	\$ 4,004,718	Budgetary Balance**



## CITY OF GRANTS PASS

## MONTHLY FINANCIAL REPORT

November 30, 2020

Unaudited Budget to Actuals

Unaudited Budget to Actuals														
ANNUAL BUDGET			November BUDGET			November ACTUAL ***			% OF MONTH BUDGET		YEAR-TO-DATE ACTUAL ***		% OF YEAR-TO-DATE BUDGET	
Administrative Services Fund:														
Beginning Balance			\$ 1,424,327						\$ 1,424,327		\$ 1,388,977			
Revenues			\$ 3,955,828			\$ 329,652			\$ 343,166		\$ 1,648,262		\$ 1,694,292	
Expenditures			\$ 4,207,288			\$ 350,607			\$ 259,645		\$ 1,753,037		\$ 1,445,380	
Transfers out			\$ 65,000			\$ 5,417			\$ 65,000		\$ 27,083		\$ 65,000	
Contingency & Ending Balance (Budgetary)			\$ 1,107,867								\$ 1,107,867		\$ 1,572,889	
Budgetary Balance**														
City of Grants Pass Urban Renewal Agency:														
Beginning Balance			\$ 1,125,000						\$ 1,125,000		\$ 1,147,247			
Revenues			\$ 1,216,755			\$ 101,396			\$ 769,406		\$ 506,981		\$ 778,853	
Expenditures			\$ 2,311,500			\$ 192,625			\$ 4,416		\$ 983,125		\$ 15,348	
Contingency & Ending Balance (Budgetary)			\$ 30,255								\$ 30,255		\$ 1,910,752	
Budgetary Balance**														
Jos. County/City of GP Solid Waste Agency:														
Beginning Balance			\$ 2,059,153						\$ 2,059,153		\$ 2,025,321			
Revenues			\$ 530,000			\$ 44,167			\$ 23,744		\$ 220,833		\$ 140,817	
Expenditures			\$ 525,600			\$ 43,800			\$ 25,464		\$ 219,000		\$ 52,603	
Contingency & Ending Balance (Budgetary)			\$ 2,063,553								\$ 2,063,553		\$ 2,113,535	
Budgetary Balance**														

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.

month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a

## Investments:

Oregon State LGIP	\$	57,910,476	Average Yield	0.75%
Bank Savings & Money Market	\$	562,362		0.16%
US Treasury & US Agency Bonds	\$	2,881,968		1.53%
Bank Time Deposits	\$	9,461,887		2.25%
<b>TOTAL</b>	<b>\$</b>	<b>70,816,693</b>	<b>0.98%</b>	<b>Overall Average</b>

## Debt Outstanding (in principal amounts):

Public Safety and 911 Building Loan	\$	5,635,000
City Wastewater Utility 2009 Refunding Bonds	\$	905,000
City Wastewater Utility 2017 Revenue Bonds	\$	9,035,000
City Wastewater Utility 2018 Revenue Bonds	\$	5,525,000
City Water Full Faith & Credit Bonds	\$	985,000
Total Non-Bonded Debt	\$	-
<b>TOTAL</b>		<b>22,085,000</b>

Total net debt applicable to the limit as % of debt limit. (est.)

4.44%

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## CITY OF GRANTS PASS

## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET		December BUDGET		December ACTUAL ***	% OF MONTH BUDGET		YEAR-TO-DATE BUDGET		YEAR-TO-DATE ACTUAL ***	% OF YEAR-TO-DATE BUDGET	
General Fund:											
Revenues											
Beginning Balance	\$	12,009,094						\$	12,009,094	\$	12,761,767
Property Tax	\$	19,556,900	\$	1,629,741.67	\$	3,779,227	232%	\$	9,778,450	\$	17,856,132
Franchise & Other Taxes	\$	3,622,500	\$	301,875	\$	115,362	38%	\$	1,811,250	\$	1,186,010
Licenses & Permits	\$	419,800	\$	34,983	\$	93,318	267%	\$	209,900	\$	420,092
Inter-Governmental & Grants	\$	2,504,400	\$	208,700	\$	460,686	221%	\$	1,252,200	\$	1,180,778
Fees & Charges for Service	\$	1,433,000	\$	119,417	\$	100,147	84%	\$	716,500	\$	991,548
Interest Income (misc)	\$	110,000	\$	9,167	\$	14,057	153%	\$	55,000	\$	54,178
Other Revenue	\$	167,900	\$	13,992	\$	15,493	111%	\$	83,950	\$	35,015
Transfers in	\$	1,270,000	\$	105,833	\$	-	0%	\$	635,000	\$	889,750
TOTAL RESOURCES	\$	41,093,594	\$	2,423,708	\$	4,578,290	189%	\$	26,551,344	\$	35,375,270
Expenditures											
Council and General Operations	\$	417,042	\$	34,753.50	\$	22,294	64%	\$	208,521.00	\$	149,678
Public Safety	\$	26,312,566	\$	2,192,714	\$	1,874,501	85%	\$	13,156,283	\$	11,689,849
Parks & Recreation	\$	2,994,189	\$	249,516	\$	194,072	78%	\$	1,497,095	\$	1,236,198.16
Community Development	\$	1,932,159	\$	161,013	\$	120,656	75%	\$	966,080	\$	709,245.13
Economic Dev/Tourism/Downtown Dev.	\$	1,282,874	\$	106,906	\$	70,869	66%	\$	641,437	\$	451,557
Transfers out	\$	100,000	\$	8,333	\$	-	0%	\$	50,000	\$	16,390
Contingency & Ending Balance (Budgetary)	\$	6,742,766						\$	6,742,766	\$	19,278,419.93
Ending Balance Building (Budgetary Basis)	\$	1,311,998						\$	1,311,998	\$	1,843,933
TOTAL REQUIREMENTS	\$	41,093,594	\$	2,753,236	\$	2,282,392	83%	\$	24,574,179	\$	35,375,270
Lodging Tax:											
Beginning Balance	\$	-						\$	-	\$	7,706
Revenues	\$	1,278,900	\$	106,575	\$	0	0%	\$	639,450	\$	872,333
Expenditures	\$	11,800	\$	983	\$	625	64%	\$	5,900	\$	3,750
Transfers out	\$	1,267,100	\$	105,592	\$	-	0%	\$	633,550	\$	876,020
Contingency & Ending Balance (Budgetary)	\$	-						\$	-	\$	268
Budgetary Balance**											

## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

	ANNUAL BUDGET	December BUDGET	December ACTUAL ***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
<b>Street Utility:</b>							
Beginning Balance	\$ 623,726				\$ 623,726	\$ 549,085	
Revenues	\$ 3,888,013	\$ 324,001	\$ 329,959	102%	\$ 1,944,007	\$ 1,634,800	84%
Transfers in	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Expenditures	\$ 2,089,497	\$ 174,125	\$ 144,308	83%	\$ 1,044,749	\$ 865,751	83%
Transfers out	\$ 1,825,000	\$ 152,083	\$ 11,860	8%	\$ 912,500	\$ 484,169	53%
Contingency & Ending Balance (Budgetary)	\$ 597,242				\$ 597,242	\$ 833,965	Budgetary Balance**
<b>CD Block Grant / HUD:</b>							
Beginning Balance	\$ 380,000				\$ 380,000	\$ 644,772	
Revenues	\$ 627,600	\$ 52,300	\$ 52,291	100%	\$ 313,800	\$ 162,162	52%
Expenditures	\$ 920,000	\$ 76,667	\$ 197,190	257%	\$ 460,000	\$ 223,905	49%
Contingency & Ending Balance (Budgetary)	\$ 87,600				\$ 87,600	\$ 583,028	Budgetary Balance**
<b>Debt Service, Gen Obligation and Bancroft:</b>							
Beginning Balance	\$ 16,000				\$ 16,000	\$ 86,195	
Revenues	\$ 555,000	\$ 46,250	\$ 2,291	5%	\$ 277,500	\$ 29,212	11%
Expenditures	\$ 50,000	\$ 4,167	\$ 1,505	36%	\$ 25,000	\$ 5,038	20%
Transfers out	\$ 521,000	\$ 43,417	\$ -	0%	\$ 260,500	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 110,368	Budgetary Balance**
<b>Transportation Capital Projects:</b>							
Beginning Balance	\$ 6,243,481				\$ 6,243,481	\$ 7,182,312	
Revenues	\$ 787,500	\$ 65,625	\$ 16,357	25%	\$ 393,750	\$ 458,977	117%
Transfers in	\$ 1,965,000	\$ 163,750	\$ 11,860	7%	\$ 982,500	\$ 615,168	63%
Expenditures	\$ 8,990,981	\$ 749,248	\$ 37,534	5%	\$ 4,495,491	\$ 825,779	18%
Transfers out	\$ 5,000	\$ 417	\$ -	0%	\$ 2,500	\$ 215,999	8640%
Contingency & Ending Balance (Budgetary)	\$ -				\$ -	\$ 7,214,679	Budgetary Balance**



## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET		December BUDGET		December ACTUAL ***		% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET	
Solid Waste and Capital Projects:										
Beginning Balance		\$ 1,568,898					\$ 1,568,898	\$ 1,658,066		
Revenues		\$ 716,141		\$ 59,678		\$ 66,918	112%	\$ 358,071	\$ 329,599	92%
Transfers in		\$ 5,000		\$ 417		\$ -	0%	\$ 2,500	\$ -	0%
Expenditures		\$ 1,801,386		\$ 150,116		\$ 57,534	38%	\$ 900,693	\$ 347,681	39%
Transfers out		\$ 29,000		\$ 2,417		\$ -	0%	\$ 14,500	\$ -	0%
Contingency & Ending Balance (Budgetary)		\$ 459,653					\$ 459,653	\$ 1,639,984	Budgetary Balance **	
Storm Water										
Beginning Balance		\$ 729,552					\$ 729,552	\$ 890,475		
Revenues		\$ 2,250,000		\$ 187,500		\$ 167,709	89%	\$ 1,125,000	\$ 997,362	89%
Expenditures		\$ 1,230,400		\$ 102,533		\$ 73,072	71%	\$ 615,200	\$ 496,234	81%
Transfers out		\$ 1,375,000		\$ 114,583.33		\$ -	0%	\$ 687,500	\$ 505,000	73%
Contingency & Ending Balance (Budgetary)		\$ 374,152					\$ 374,152	\$ 886,603	Budgetary Balance **	
Storm Water Capital Projects:										
Beginning Balance		\$ 1,047,546					\$ 1,047,546	\$ 1,103,343		
Revenues		\$ 415,250		\$ 34,604		\$ 8,646	25%	\$ 207,625	\$ 99,336	48%
Transfers in		\$ 1,370,000		\$ 114,167		\$ -	0%	\$ 685,000	\$ 500,000	73%
Expenditures		\$ 2,832,796		\$ 236,066		\$ 10,743	5%	\$ 1,416,398	\$ 171,052	12%
Contingency & Ending Balance (Budgetary)		\$ -					\$ -	\$ 1,531,627	Budgetary Balance **	
Lands and Buildings Capital Projects:										
Beginning Balance		\$ 4,222,893					\$ 4,222,893	\$ 4,390,187		
Revenues		\$ 5,486,500		\$ 457,208		\$ 300,099	66%	\$ 2,743,250	\$ 629,951	23%
Transfers in		\$ 1,007,100		\$ 83,925		\$ -	0%	\$ 503,550	\$ 392,660	78%
Expenditures		\$ 10,566,493		\$ 880,541		\$ 34,591	4%	\$ 5,283,247	\$ 565,869	11%
Transfers out		\$ 150,000		\$ 12,500		\$ -	0%	\$ 75,000	\$ 150,000	200%
Ending Balance/Contingency (Budgetary)		\$ -					\$ -	\$ 4,696,930	Budgetary Balance **	
Wastewater Fund:										
Beginning Balance		\$ 1,415,849					\$ 1,415,849	\$ 1,982,240		
Revenues		\$ 8,011,430		\$ 667,619		\$ 616,947	92%	\$ 4,005,715	\$ 4,065,813	102%
Expenditures		\$ 5,914,654		\$ 492,888		\$ 341,926	69%	\$ 2,957,327	\$ 2,744,642	93%
Transfers out		\$ 1,890,000		\$ 157,500		\$ -	0%	\$ 945,000	\$ 1,255,000	133%

**MONTHLY FINANCIAL REPORT**

December 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET		% OF MONTH BUDGET		YEAR-TO-DATE BUDGET		YEAR-TO-DATE ACTUAL ***		% OF YEAR-TO-DATE BUDGET	
December BUDGET	December ACTUAL ***	December BUDGET	December ACTUAL ***	TO-DATE BUDGET	TO-DATE ACTUAL ***	TO-DATE BUDGET	TO-DATE ACTUAL ***	TO-DATE BUDGET	TO-DATE BUDGET
Contingency & Ending Balance (Budgetary) \$	1,657,625			\$	1,657,625	\$	2,048,411		Budgetary Balance**

**Wastewater Capital Projects:**

Beginning Balance	\$	6,188,744		\$	6,188,744	\$	6,992,618		
Revenues	\$	331,250	\$	27,604	\$	27,518	100%	\$	506,787
Transfers in	\$	1,995,000	\$	166,250	\$	-	0%	\$	1,345,000
Expenditures	\$	8,479,994	\$	706,666	\$	402,557	57%	\$	723,916
Contingency & Ending Balance (Budgetary) \$	-			\$	-	\$	8,120,489		Budgetary Balance**

**Water Fund:**

Beginning Balance	\$	1,630,438		\$	1,630,438	\$	1,841,293		
Revenues	\$	8,665,654	\$	722,138	\$	574,886	80%	\$	5,060,116
Expenditures	\$	5,127,234	\$	427,270	\$	361,378	85%	\$	2,628,335
Transfers out	\$	3,755,000	\$	312,917	\$	-	0%	\$	2,265,000
Contingency & Ending Balance (Budgetary) \$	1,413,858			\$	1,413,858	\$	2,008,074		Budgetary Balance**

**Water Capital Projects:**

Beginning Balance	\$	15,651,622		\$	15,651,622	\$	16,273,117		
Revenues	\$	201,000	\$	16,750	\$	27,553	164%	\$	719,915
Transfers in	\$	3,540,000	\$	295,000	\$	-	0%	\$	2,250,000
Expenditures	\$	19,357,622	\$	1,613,135	\$	166,414	10%	\$	3,254,661
Contingency & Ending Balance (Budgetary) \$	-			\$	-	\$	15,988,370		Budgetary Balance**

**Vehicle Maintenance**

Beginning Balance	\$	220,603		\$	220,603	\$	245,456		
Revenues	\$	1,227,393	\$	102,283	\$	108,712	106%	\$	621,174
Expenditures	\$	1,163,382	\$	96,949	\$	72,895	75%	\$	472,037
Contingency & Ending Balance (Budgetary) \$	284,614			\$	284,614	\$	394,593		Budgetary Balance**

## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

	ANNUAL BUDGET	December BUDGET	December ACTUAL***	% OF MONTH BUDGET	YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL***	% OF YEAR- TO-DATE BUDGET
<b>Vehicle &amp; Equipment Replacement</b>							
Beginning Balance	\$ 2,905,999				\$ 2,905,999	\$ 3,068,067	
Revenues	\$ 2,265,104	\$ 188,759	\$ 115,132	61%	\$ 1,132,552	\$ 690,142	61%
Transfers in	\$ 55,000	\$ 4,583	\$ -	0%	\$ 27,500	\$ -	0%
Expenditures	\$ 1,225,000	\$ 102,083	\$ 206,161	202%	\$ 612,500	\$ 335,829	55%
Contingency & Ending Balance (Budgetary)	\$ 4,001,103				\$ 4,001,103	\$ 3,422,380	Budgetary Balance**
<b>Information Technology:</b>							
Beginning Balance	\$ 305,000				\$ 305,000	\$ 379,647	
Revenues	\$ 1,128,856	\$ 94,071	\$ 94,302	100%	\$ 564,428	\$ 566,102	100%
Expenditures	\$ 1,000,553	\$ 83,379	\$ 61,872	74%	\$ 500,277	\$ 476,955	95%
Transfers out	\$ 80,000	\$ 6,667	\$ -	0%	\$ 40,000	\$ 50,000	125%
Contingency & Ending Balance (Budgetary)	\$ 353,303				\$ 353,303	\$ 418,794	Budgetary Balance**
<b>Property Management:</b>							
Beginning Balance	\$ 267,176				\$ 267,176	\$ 275,777	
Revenues	\$ 732,713	\$ 61,059	\$ 63,751	104%	\$ 366,357	\$ 374,596	102%
Expenditures	\$ 892,453	\$ 74,371.08	\$ 61,001	82%	\$ 446,227	\$ 387,786	87%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 107,436				\$ 107,436	\$ 262,687	Budgetary Balance**
<b>Engineering:</b>							
Beginning Balance	\$ 387,642				\$ 387,642	\$ 257,272	
Revenues	\$ 1,209,700	\$ 100,808	\$ 59,796	59%	\$ 604,850	\$ 645,604	107%
Expenditures	\$ 1,193,605	\$ 99,467	\$ 88,487	89%	\$ 596,803	\$ 573,724	96%
Contingency & Ending Balance (Budgetary)	\$ 403,737				\$ 403,737	\$ 329,152	Budgetary Balance**
<b>Community Dev. Management:</b>							
Beginning Balance	\$ 63,337				\$ 63,337	\$ 331,258	
Revenues	\$ 620,771	\$ 51,731	\$ 52,977	102%	\$ 310,386	\$ 311,082	100%
Expenditures	\$ 603,727	\$ 50,311	\$ 38,195	76%	\$ 301,864	\$ 280,737	93%
Transfers out	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Contingency & Ending Balance (Budgetary)	\$ 80,381				\$ 80,381	\$ 361,603	Budgetary Balance**



## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

Charter of Budget & Finance									
ANNUAL BUDGET		December BUDGET		December ACTUAL ***		% OF MONTH BUDGET			
Public Works Administration									
Beginning Balance	\$	351,159		\$	351,159	\$	453,893		
Revenues	\$	998,050	\$	83,171	\$	73,608	89%		
Expenditures	\$	945,165	\$	78,764	\$	65,045	83%		
Transfers out	\$	110,000	\$	9,167	\$	-	0%		
Contingency & Ending Balance (Budgetary)	\$	294,044			\$	294,044	\$	443,708	Budgetary Balance**
Insurance Funds & PERS Reserve Funds:									
Beginning Balance	\$	4,217,101		\$	4,217,101	\$	4,526,298		
Revenues	\$	962,023	\$	80,169	\$	83,072	104%		
Expenditures	\$	3,620,649	\$	301,721	\$	41,217	14%		
Contingency & Ending Balance (Budgetary)	\$	1,558,475			\$	1,558,475	\$	4,046,573	Budgetary Balance**
Administrative Services Fund:									
Beginning Balance	\$	1,424,327		\$	1,424,327	\$	1,388,977		
Revenues	\$	3,955,828	\$	329,652	\$	327,061	99%		
Expenditures	\$	4,207,288	\$	350,607	\$	267,037	76%		
Transfers out	\$	65,000	\$	5,417	\$	-	0%		
Contingency & Ending Balance (Budgetary)	\$	1,107,867			\$	1,107,867	\$	1,632,913	Budgetary Balance**
City of Grants Pass Urban Renewal Agency:									
Beginning Balance	\$	1,125,000		\$	1,125,000	\$	1,147,247		
Revenues	\$	1,216,755	\$	101,396	\$	209,634	207%		
Expenditures	\$	2,311,500	\$	192,625	\$	3,148	2%		
Contingency & Ending Balance (Budgetary)	\$	30,255			\$	30,255	\$	2,117,238	Budgetary Balance**
Jos. County/City of GP Solid Waste Agency:									
Beginning Balance	\$	2,059,153		\$	2,059,153	\$	2,025,321		
Revenues	\$	530,000	\$	44,167	\$	54,220	123%		
Expenditures	\$	525,600	\$	43,800	\$	17,967	41%		
Contingency & Ending Balance (Budgetary)	\$	2,063,553			\$	2,063,553	\$	2,149,789	Budgetary Balance**

## MONTHLY FINANCIAL REPORT

December 31, 2020

Unaudited Budget to Actuals

ANNUAL BUDGET	% OF		YEAR- TO-DATE BUDGET	YEAR- TO-DATE ACTUAL ***	% OF YEAR- TO-DATE BUDGET
	December BUDGET	December ACTUAL ***			

\* Budget revenues exclude beginning balances. Budget expenditures exclude contingencies and ending balances.

\*\* Budgetary Balance refers to total fund balance excluding capital assets, long-term debt, and interfund loans.  
month behind given the fiscal year-end accruals that will be recorded at the end of each fiscal year. For the months of August-May month-to-date results are fairly representative of a

## Investments:

Oregon State LGIP	\$	62,320,646	Average Yield	
Bank Savings & Money Market	\$	564,153	0.75%	
US Treasury & US Agency Bonds	\$	2,879,632	0.16%	
Bank Time Deposits	\$	9,473,576	1.53%	
			1.53%	
<b>TOTAL</b>	<b>\$</b>	<b>75,238,007</b>	<b>0.87%</b>	<b>Overall Average</b>

## Debt Outstanding (in principal amounts):

Public Safety and 911 Building Loan	\$	5,635,000
City Wastewater Utility 2009 Refunding Bonds	\$	905,000
City Wastewater Utility 2017 Revenue Bonds	\$	9,035,000
City Wastewater Utility 2018 Revenue Bonds	\$	5,525,000
City Water Full Faith & Credit Bonds	\$	985,000
Total Non-Bonded Debt	\$	-
<b>TOTAL</b>		<b>22,085,000</b>
Total net debt applicable to the limit as % of debt limit. (est.)		4.44%



# GRANTS PASS

## YEAR-TO-DATE REPORT

GENERAL FUND REVENUES AT 12/31/2020

## GENERAL FUND REVENUE REPORT

FOR 2021 '06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<b>110 GENERAL FUND</b>						
<b>02 GENERAL OPERATIONS</b>						
31 TAXES	3,472,500	0	3,472,500	1,135,587.17	2,336,912.83	32.7%
32 LICENSES AND PERMITS	8,500	0	8,500	6,450.00	2,050.00	75.9%
33 INTERGOVERNMENTAL RE	1,132,000	0	1,132,000	438,902.20	693,097.80	38.8%
34 CHARGES FOR SERVICES	713,000	0	713,000	436,554.53	276,445.47	61.2%
36 INTEREST	100,000	0	100,000	45,961.68	54,038.32	46.0%
49 OTHER REVENUE	5,000	0	5,000	929.48	4,070.52	18.6%
TOTAL GENERAL OPERATIONS	5,431,000	0	5,431,000	2,064,385.06	3,366,614.94	38.0%
<b>14 PS-FIRE RESCUE DIVISION</b>						
31 TAXES	6,258,000	0	6,258,000	5,713,887.84	544,112.16	91.3%
32 LICENSES AND PERMITS	2,000	0	2,000	280,411.27	1,719.73	28.5%
33 INTERGOVERNMENTAL RE	156,200	0	156,200	280,411.27	-124,211.27	179.5%
34 CHARGES FOR SERVICES	2,000	0	2,000	120.00	1,880.00	6.0%
49 OTHER REVENUE	500	0	500	109.00	391.00	21.8%
TOTAL PS-FIRE RESCUE DIVISION	6,418,700	0	6,418,700	5,995,098.11	423,601.89	93.4%
<b>15 PS-POLICE DIVISION</b>						
31 TAXES	10,469,000	0	10,469,000	9,471,829.13	997,170.87	90.5%
33 INTERGOVERNMENTAL RE	545,200	0	545,200	96,447.38	448,752.62	17.7%
34 CHARGES FOR SERVICES	162,000	0	162,000	158,652.56	3,347.44	97.9%
35 FINES & FORFEITURES	225,000	0	225,000	87,174.56	137,825.44	38.7%
49 OTHER REVENUE	122,600	0	122,600	12,268.67	110,331.33	10.0%
50 TRANSFERS	247,100	0	247,100	136,269.81	110,830.19	55.1%
TOTAL PS-POLICE DIVISION	11,770,900	0	11,770,900	9,962,642.11	1,808,257.89	84.6%
<b>16 PS-SUPPORT DIVISION</b>						



## GRANTS PASS

### YEAR-TO-DATE REPORT

GENERAL FUND REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
31 TAXES	2,933,000	0	2,933,000	2,677,978.78	255,021.22	91.3%
33 INTERGOVERNMENTAL RE	663,000	0	663,000	361,085.38	301,914.62	54.5%
49 OTHER REVENUE	0	0	0	4,767.98	-4,767.98	100.0%
TOTAL PS-SUPPORT DIVISION	3,596,000	0	3,596,000	3,043,832.14	552,167.86	84.6%
<b>18 CRISIS SUPPORT</b>						
31 TAXES	46,900	0	46,900	42,858.83	4,041.17	91.4%
TOTAL CRISIS SUPPORT	46,900	0	46,900	42,858.83	4,041.17	91.4%
<b>21 BUILDING AND SAFETY</b>						
32 LICENSES AND PERMITS	395,300	0	395,300	408,419.60	-13,119.60	103.3%
34 CHARGES FOR SERVICES	200,000	0	200,000	221,665.98	-21,665.98	110.8%
36 INTEREST	10,000	0	10,000	8,216.45	1,783.55	82.2%
49 OTHER REVENUE	3,500	0	3,500	2,976.21	523.79	85.0%
TOTAL BUILDING AND SAFETY	608,800	0	608,800	641,278.24	-32,478.24	105.3%
<b>22 PLANNING</b>						
32 LICENSES AND PERMITS	8,000	0	8,000	3,572.24	4,427.76	44.7%
34 CHARGES FOR SERVICES	121,000	0	121,000	84,432.92	36,567.08	69.8%
49 OTHER REVENUE	400	0	400	350.00	50.00	87.5%
TOTAL PLANNING	129,400	0	129,400	88,355.16	41,044.84	68.3%
<b>35 ECONOMIC DEVELOPMENT</b>						
33 INTERGOVERNMENTAL RE	5,000	0	5,000	481.72	4,518.28	9.6%
50 TRANSFERS	147,800	0	147,800	102,202.36	45,597.64	69.1%
TOTAL ECONOMIC DEVELOPMENT	152,800	0	152,800	102,684.08	50,115.92	67.2%
<b>36 TOURISM PROMOTION SERVICE</b>						



## YEAR-TO-DATE REPORT

GENERAL FUND REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
50 TRANSFERS	530,200	0	530,200	412,806.08	117,393.92	77.9%
TOTAL TOURISM PROMOTION SERVICE	530,200	0	530,200	412,806.08	117,393.92	77.9%
<b>37 DOWNTOWN DEVELOPMENT</b>						
32 LICENSES AND PERMITS	6,000	0	6,000	1,080.00	4,920.00	18.0%
35 FINES & FORFEITURES	10,000	0	10,000	2,947.40	7,052.60	29.5%
49 OTHER REVENUE	2,300	0	2,300	7,913.99	-5,613.99	344.1%
50 TRANSFERS	147,800	0	147,800	102,202.36	45,597.64	69.1%
TOTAL DOWNTOWN DEVELOPMENT	166,100	0	166,100	114,143.75	51,956.25	68.7%
<b>41 PARKS MAINTENANCE SERVICE</b>						
33 INTERGOVERNMENTAL RE	3,000	0	3,000	3,450.00	-450.00	115.0%
49 OTHER REVENUE	32,300	0	32,300	5,699.37	26,600.63	17.6%
50 TRANSFERS	197,100	0	197,100	136,269.81	60,830.19	69.1%
TOTAL PARKS MAINTENANCE SERVICE	232,400	0	232,400	145,419.18	86,980.82	62.6%
<b>42 RECREATION SERVICES</b>						
49 OTHER REVENUE	100	0	100	.00	100.00	.0%
TOTAL RECREATION SERVICES	100	0	100	.00	100.00	.0%
<b>43 AQUATIC SERVICES</b>						
49 OTHER REVENUE	1,200	0	1,200	.00	1,200.00	.0%
TOTAL AQUATIC SERVICES	1,200	0	1,200	.00	1,200.00	.0%
TOTAL GENERAL FUND	29,084,500	0	29,084,500	22,613,502.74	6,470,997.26	77.8%
GRAND TOTAL	29,084,500	0	29,084,500	22,613,502.74	6,470,997.26	77.8%

\*\* END OF REPORT - Generated by Mindy Ellerman \*\*



# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

## REVENUE REPORT - ALL OTHER FUNDS

FOR 2021 '06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<b>220 LODGING TAX FUND</b>						
31 TAXES	1,278,900	0	1,278,900	871,932.21	406,967.79	68.2%
36 INTEREST	0	0	0	400.62	-400.62	100.0%
TOTAL LODGING TAX FUND	1,278,900	0	1,278,900	872,332.83	406,567.17	68.2%
<b>230 STREET UTILITY</b>						
32 LICENSES AND PERMITS	10,000	0	10,000	7,092.11	2,907.89	70.9%
33 INTERGOVERNMENTAL RE	2,786,413	0	2,786,413	1,083,384.88	1,703,028.12	38.9%
34 CHARGES FOR SERVICES	1,077,000	0	1,077,000	535,897.62	541,102.38	49.8%
36 INTEREST	12,000	0	12,000	2,493.70	9,506.30	20.8%
49 OTHER REVENUE	2,600	0	2,600	5,931.74	-3,331.74	228.1%
TOTAL STREET UTILITY	3,888,013	0	3,888,013	1,634,800.05	2,253,212.95	42.0%
<b>251 CDB GRANT HUD FUND</b>						
33 INTERGOVERNMENTAL RE	620,000	0	620,000	159,111.00	460,889.00	25.7%
36 INTEREST	500	0	500	-95.64	595.64	-19.1%
TOTAL CDB GRANT HUD FUND	620,500	0	620,500	159,015.36	461,484.64	25.6%
<b>262 HOUSING/URBAN DEVELOPMENT FUND</b>						
36 INTEREST	2,500	0	2,500	3,146.42	-646.42	125.9%
49 OTHER REVENUE	4,600	0	4,600	.00	4,600.00	.0%
TOTAL HOUSING/URBAN DEVELOPMENT FUND	7,100	0	7,100	3,146.42	3,953.58	44.3%
<b>410 DEBT SERVICE/GEN OBLIG BOND FU</b>						
31 TAXES	5,000	0	5,000	6,002.62	-1,002.62	120.1%





# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 '06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
36 INTEREST	0	0	0	138.79	-138.79	100.0%
TOTAL DEBT SERVICE/GEN OBLIG BOND FU	5,000	0	5,000	6,141.41	-1,141.41	122.8%
<b>490 DEBT SERVICE/BANCROFT BOND FUN</b>						
36 INTEREST	0	0	0	134.38	-134.38	100.0%
37 SPECIAL ASSMT FINANC	50,000	0	50,000	22,935.76	27,064.24	45.9%
39 OTHER FINANCING SOUR	500,000	0	500,000	.00	500,000.00	.0%
TOTAL DEBT SERVICE/BANCROFT BOND FUN	550,000	0	550,000	23,070.14	526,929.86	4.2%
<b>612 TRANSPORTATION CAPITAL PROJECT</b>						
33 INTERGOVERNMENTAL RE	637,500	0	637,500	154,376.00	483,124.00	24.2%
36 INTEREST	0	0	0	28,620.73	-28,620.73	100.0%
50 TRANSFERS	2,550,999	0	2,550,999	960,999.00	1,590,000.00	37.7%
TOTAL TRANSPORTATION CAPITAL PROJECT	3,188,499	0	3,188,499	1,143,995.73	2,044,503.27	35.9%
<b>613 ALTERNATIVE TRANSPORTATION PRO</b>						
36 INTEREST	0	0	0	1,049.70	-1,049.70	100.0%
50 TRANSFERS	-185,999	0	-185,999	54,169.26	-240,168.26	-29.1%
TOTAL ALTERNATIVE TRANSPORTATION PRO	-185,999	0	-185,999	55,218.96	-241,217.96	-29.7%
<b>614 TRANSPORTATION CAPITAL PROJECT</b>						
34 CHARGES FOR SERVICES	150,000	0	150,000	262,724.71	-112,724.71	175.1%
36 INTEREST	0	0	0	1,960.74	-1,960.74	100.0%
50 TRANSFERS	-400,000	0	-400,000	-400,000.00	.00	100.0%
TOTAL TRANSPORTATION CAPITAL PROJECT	-250,000	0	-250,000	-135,314.55	-114,685.45	54.1%
<b>615 TRANSPORTATION ADVANCED FINANC</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021.06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
36 INTEREST	0	0	0	2,182.87	-2,182.87	100.0%
48 TRUST RECEIPTS	0	0	0	7,345.55	-7,345.55	100.0%
TOTAL TRANSPORTATION ADVANCED FINANC	0	0	0	9,528.42	-9,528.42	100.0%
<b>619 TRANSPORTATION CAPITAL PROJECT</b>						
36 INTEREST	0	0	0	716.32	-716.32	100.0%
TOTAL TRANSPORTATION CAPITAL PROJECT	0	0	0	716.32	-716.32	100.0%
<b>630 SOLID WASTE OPERATIONS</b>						
33 INTERGOVERNMENTAL RE	13,000	0	13,000	9,250.00	3,750.00	71.2%
36 INTEREST	4,500	0	4,500	2,128.87	2,371.13	47.3%
49 OTHER REVENUE	33,000	0	33,000	16,706.43	16,293.57	50.6%
50 TRANSFERS	5,000	0	5,000	.00	5,000.00	.0%
TOTAL SOLID WASTE OPERATIONS	55,500	0	55,500	28,085.30	27,414.70	50.6%
<b>633 LANDFILL/POST CLOSURE OP</b>						
34 CHARGES FOR SERVICES	126,141	0	126,141	108,232.94	17,908.06	85.8%
TOTAL LANDFILL/POST CLOSURE OP	126,141	0	126,141	108,232.94	17,908.06	85.8%
<b>635 SOLID WASTE/ENVIRON. FEES</b>						
34 CHARGES FOR SERVICES	500,000	0	500,000	184,809.15	315,190.85	37.0%
TOTAL SOLID WASTE/ENVIRON. FEES	500,000	0	500,000	184,809.15	315,190.85	37.0%
<b>638 SOLID WASTE CAPITAL PROJECTS F</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 '06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
36 INTEREST	6,500	0	6,500	8,471.58	-1,971.58	130.3%
49 OTHER REVENUE	33,000	0	33,000	.00	33,000.00	.0%
TOTAL SOLID WASTE CAPITAL PROJECTS F	39,500	0	39,500	8,471.58	31,028.42	21.4%
<b>640 STORMWATER UTILITY FUND</b>						
34 CHARGES FOR SERVICES	2,250,000	0	2,250,000	993,682.09	1,256,307.91	44.2%
36 INTEREST	0	0	0	3,670.12	-3,670.12	100.0%
TOTAL STORMWATER UTILITY FUND	2,250,000	0	2,250,000	997,362.21	1,252,637.79	44.3%
<b>642 STORMWATER FUND</b>						
34 CHARGES FOR SERVICES	37,750	0	37,750	84,615.00	-46,865.00	224.1%
36 INTEREST	0	0	0	1,489.21	-1,489.21	100.0%
50 TRANSFERS	-290,500	0	-290,500	-280,500.00	-10,000.00	96.6%
TOTAL STORMWATER FUND	-252,750	0	-252,750	-194,395.79	-58,354.21	76.9%
<b>645 STORMWATER ADVANCED FINANCING</b>						
36 INTEREST	0	0	0	286.48	-286.48	100.0%
48 TRUST RECEIPTS	2,500	0	2,500	8,955.77	-6,455.77	358.2%
TOTAL STORMWATER ADVANCED FINANCING	2,500	0	2,500	9,242.25	-6,742.25	369.7%
<b>648 STORMWATER CAPITAL</b>						
36 INTEREST	0	0	0	3,989.16	-3,989.16	100.0%
49 OTHER REVENUE	375,000	0	375,000	.00	375,000.00	.0%
50 TRANSFERS	1,660,500	0	1,660,500	780,500.00	880,000.00	47.0%
TOTAL STORMWATER CAPITAL	2,035,500	0	2,035,500	784,489.16	1,251,010.84	38.5%
<b>691 GENERAL LANDS &amp; BUILDINGS CAPI</b>						



# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
33 INTERGOVERNMENTAL RE	1,430,000	0	1,430,000	206,504.72	1,223,495.28	14.4%
34 CHARGES FOR SERVICES	14,000	0	14,000	9,841.00	4,159.00	70.3%
36 INTEREST	0	0	0	19,565.63	-19,565.63	100.0%
49 OTHER REVENUE	90,000	0	90,000	13,343.43	76,656.57	14.8%
4A SALE OF ASSETS	3,900,000	0	3,900,000	244,199.05	3,655,800.95	6.3%
50 TRANSFERS	1,131,000	0	1,131,000	377,390.00	753,610.00	33.4%
TOTAL GENERAL LANDS & BUILDINGS CAPI	6,565,000	0	6,565,000	870,843.83	5,694,156.17	13.3%
<b>692 LANDS &amp; BLDGS PARK LAND SDC</b>						
34 CHARGES FOR SERVICES	30,000	0	30,000	75,108.83	-45,108.83	250.4%
36 INTEREST	0	0	0	447.63	-447.63	100.0%
50 TRANSFERS	-53,000	0	-53,000	-53,000.00	.00	100.0%
TOTAL LANDS & BLDGS PARK LAND SDC	-23,000	0	-23,000	22,556.46	-45,556.46	-98.1%
<b>693 LANDS &amp; BLDG PARKS RM TAX</b>						
36 INTEREST	0	0	0	743.20	-743.20	100.0%
50 TRANSFERS	-27,900	0	-27,900	111,269.81	-139,169.81	-398.8%
TOTAL LANDS & BLDG PARKS RM TAX	-27,900	0	-27,900	112,013.01	-139,913.01	-401.5%
<b>694 PARKS DEVELOPMENT SDC</b>						
34 CHARGES FOR SERVICES	22,500	0	22,500	59,761.04	-37,261.04	265.6%
36 INTEREST	0	0	0	436.54	-436.54	100.0%
50 TRANSFERS	-43,000	0	-43,000	-43,000.00	.00	100.0%
TOTAL PARKS DEVELOPMENT SDC	-20,500	0	-20,500	17,197.58	-37,697.58	-83.9%
<b>720 WASTEWATER</b>						
34 CHARGES FOR SERVICES	7,994,430	0	7,994,430	4,051,850.62	3,942,579.38	50.7%
36 INTEREST	11,000	0	11,000	8,959.94	2,040.06	81.5%



**YEAR-TO-DATE REPORT**  
**FUND 220-970 REVENUES AT 12/31/2020**

FOR 2021 06						
	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
37 SPECIAL ASSET FINANC	0	0	0	33.35	-33.35	100.0%
49 OTHER REVENUE	6,000	0	6,000	4,969.42	1,030.58	82.8%
50 TRANSFERS	35,000	0	35,000	.00	35,000.00	.0%
TOTAL WASTEWATER	8,046,430	0	8,046,430	4,065,813.33	3,980,616.67	50.5%
<b>722 SEWER SDC</b>						
34 CHARGES FOR SERVICES	183,750	0	183,750	470,241.21	-286,491.21	255.9%
36 INTEREST	0	0	0	5,790.93	-5,790.93	100.0%
50 TRANSFERS	-200,000	0	-200,000	-1,000,000.00	800,000.00	500.0%
TOTAL SEWER SDC	-16,250	0	-16,250	-523,967.86	507,717.86	3224.4%
<b>725 SEWER ADVANCED FINANCING</b>						
36 INTEREST	0	0	0	126.61	-126.61	100.0%
4B TRUST RECEIPTS	2,500	0	2,500	.00	2,500.00	.0%
TOTAL SEWER ADVANCED FINANCING	2,500	0	2,500	126.61	2,373.39	5.1%
<b>728 WASTEWATER PROJECTS</b>						
33 INTERGOVERNMENTAL RE	145,000	0	145,000	.00	145,000.00	.0%
36 INTEREST	0	0	0	30,628.23	-30,628.23	100.0%
50 TRANSFERS	2,160,000	0	2,160,000	2,345,000.00	-185,000.00	108.6%
TOTAL WASTEWATER PROJECTS	2,305,000	0	2,305,000	2,375,628.23	-70,628.23	103.1%
<b>750 WATER OPERATIONS FUNDS</b>						
34 CHARGES FOR SERVICES	8,612,404	0	8,612,404	5,031,345.46	3,581,058.54	58.4%
36 INTEREST	12,000	0	12,000	8,580.22	3,419.78	71.5%
49 OTHER REVENUE	41,250	0	41,250	20,190.17	21,059.83	48.9%
TOTAL WATER OPERATIONS FUNDS	8,665,654	0	8,665,654	5,060,115.85	3,605,538.15	58.4%
<b>752 WATER SDC FUND</b>						



## GRANTS PASS

### YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
34 CHARGES FOR SERVICES	152,250	0	152,250	632,166.32	-479,916.32	415.2%
36 INTEREST	0	0	0	5,674.56	-5,674.56	100.0%
50 TRANSFERS	-840,000	0	-840,000	-840,000.00	.00	100.0%
TOTAL WATER SDC FUND	-687,750	0	-687,750	-202,159.12	-485,590.88	29.4%
<b>755 WATER ADVANCED FINANCING FUND</b>						
36 INTEREST	0	0	0	841.46	-841.46	100.0%
48 TRUST RECEIPTS	3,750	0	3,750	759.89	2,990.11	20.3%
TOTAL WATER ADVANCED FINANCING FUND	3,750	0	3,750	1,601.35	2,148.65	42.7%
<b>758 WATER CAPITAL PROJECTS FUND</b>						
33 INTERGOVERNMENTAL RE	45,000	0	45,000	.00	45,000.00	.0%
36 INTEREST	0	0	0	69,151.80	-69,151.80	100.0%
49 OTHER REVENUE	0	0	0	11,320.85	-11,320.85	100.0%
50 TRANSFERS	4,380,000	0	4,380,000	3,090,000.00	1,290,000.00	70.5%
TOTAL WATER CAPITAL PROJECTS FUND	4,425,000	0	4,425,000	3,170,472.65	1,254,527.35	71.6%
<b>811 GARAGE OPERATIONS FUND</b>						
34 CHARGES FOR SERVICES	1,215,393	0	1,215,393	607,696.50	607,696.50	50.0%
36 INTEREST	2,000	0	2,000	1,710.53	289.47	85.5%
49 OTHER REVENUE	10,000	0	10,000	11,766.80	-1,766.80	117.7%
TOTAL GARAGE OPERATIONS FUND	1,227,393	0	1,227,393	621,173.83	606,219.17	50.6%
<b>812 EQUIPMENT REPLACEMENT FUND</b>						
34 CHARGES FOR SERVICES	1,215,104	0	1,215,104	607,552.02	607,551.98	50.0%
36 INTEREST	0	0	0	22,312.07	-22,312.07	100.0%
49 OTHER REVENUE	1,050,000	0	1,050,000	33,902.00	1,016,098.00	3.2%





# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
4A SALE OF ASSETS	0	0	0	26,376.00	-26,376.00	100.0%
50 TRANSFERS	55,000	0	55,000	.00	55,000.00	.0%
TOTAL EQUIPMENT REPLACEMENT FUND	2,320,104	0	2,320,104	690,142.09	1,629,961.91	29.7%
<b>813 INFORMATION TECHNOLOGY FUND</b>						
34 CHARGES FOR SERVICES	1,128,856	0	1,128,856	564,428.04	564,427.96	50.0%
36 INTEREST	0	0	0	1,656.62	-1,656.62	100.0%
49 OTHER REVENUE	0	0	0	17.27	-17.27	100.0%
TOTAL INFORMATION TECHNOLOGY FUND	1,128,856	0	1,128,856	566,101.93	562,754.07	50.1%
<b>831 PROPERTY SERVICES FUND</b>						
34 CHARGES FOR SERVICES	703,713	0	703,713	351,957.65	351,755.35	50.0%
36 INTEREST	3,000	0	3,000	1,427.32	1,572.68	47.6%
49 OTHER REVENUE	26,000	0	26,000	21,311.40	4,688.60	82.0%
TOTAL PROPERTY SERVICES FUND	732,713	0	732,713	374,696.37	358,016.63	51.1%
<b>832 ENGINEERING FUND</b>						
33 INTERGOVERNMENTAL RE	0	0	0	6,780.47	-6,780.47	100.0%
34 CHARGES FOR SERVICES	1,204,700	0	1,204,700	636,432.08	568,267.92	52.8%
36 INTEREST	5,000	0	5,000	1,284.75	3,715.25	25.7%
49 OTHER REVENUE	0	0	0	1,106.60	-1,106.60	100.0%
TOTAL ENGINEERING FUND	1,209,700	0	1,209,700	645,603.90	564,096.10	53.4%
<b>833 COMMUNITY DEVELOPMENT</b>						
33 INTERGOVERNMENTAL RE	0	0	0	1,437.24	-1,437.24	100.0%
34 CHARGES FOR SERVICES	615,771	0	615,771	307,885.50	307,885.50	50.0%
36 INTEREST	5,000	0	5,000	1,709.63	3,290.37	34.2%
49 OTHER REVENUE	0	0	0	50.00	-50.00	100.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL COMMUNITY DEVELOPMENT	620,771	0	620,771	311,082.37	309,688.63	50.1%
<b>834 PUBLIC WORKS ADMINISTRATION</b>						
34 CHARGES FOR SERVICES	998,050	0	998,050	483,905.62	514,144.38	48.5%
36 INTEREST	0	0	0	2,405.82	-2,405.82	100.0%
49 OTHER REVENUE	0	0	0	30.00	-30.00	100.0%
TOTAL PUBLIC WORKS ADMINISTRATION	998,050	0	998,050	486,341.44	511,708.56	48.7%
<b>861 WORKERS COMP INSURANCE</b>						
34 CHARGES FOR SERVICES	400,000	0	400,000	240,772.93	159,227.07	60.2%
36 INTEREST	1,000	0	1,000	3,837.56	-2,837.56	383.8%
49 OTHER REVENUE	7,500	0	7,500	545.73	6,954.27	7.3%
TOTAL WORKERS COMP INSURANCE	408,500	0	408,500	245,156.22	163,343.78	60.0%
<b>862 GENERAL INSURANCE FUND</b>						
34 CHARGES FOR SERVICES	474,823	0	474,823	237,411.54	237,411.46	50.0%
36 INTEREST	0	0	0	-240.17	240.17	100.0%
TOTAL GENERAL INSURANCE FUND	474,823	0	474,823	237,171.37	237,651.63	49.9%
<b>863 BENEFITS ADMINISTRATION</b>						
34 CHARGES FOR SERVICES	35,000	0	35,000	20,070.00	14,930.00	57.3%
36 INTEREST	43,700	0	43,700	16,185.37	27,514.63	37.0%
TOTAL BENEFITS ADMINISTRATION	78,700	0	78,700	36,255.37	42,444.63	46.1%
<b>890 ADMINISTRATIVE SERVICES FUND</b>						



# GRANTS PASS

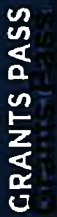
## YEAR-TO-DATE REPORT

FUND 220-970 REVENUES AT 12/31/2020

FOR 2021 '06

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
33 INTERGOVERNMENTAL RE	21,000	0	21,000	2,650.57	18,349.43	12.6%
34 CHARGES FOR SERVICES	3,911,828	0	3,911,828	2,008,804.46	1,903,023.54	51.4%
36 INTEREST	20,000	0	20,000	7,809.01	12,190.99	39.0%
49 OTHER REVENUE	3,000	0	3,000	2,089.15	910.85	69.6%
TOTAL ADMINISTRATIVE SERVICES FUND	3,955,828	0	3,955,828	2,021,353.19	1,934,474.81	51.1%
<b>910 AGENCY FUND</b>						
36 INTEREST	10,000	0	10,000	17,034.02	-7,034.02	170.3%
TOTAL AGENCY FUND	10,000	0	10,000	17,034.02	-7,034.02	170.3%
<b>950 URBAN RENEWAL GENERAL FUND</b>						
31 TAXES	1,211,755	0	1,211,755	981,995.28	229,759.72	81.0%
36 INTEREST	5,000	0	5,000	6,491.58	-1,491.58	129.8%
TOTAL URBAN RENEWAL GENERAL FUND	1,216,755	0	1,216,755	988,486.86	228,268.14	81.2%
<b>970 JO CO-CITY GP SOLID AGENCY</b>						
33 INTERGOVERNMENTAL RE	500,000	0	500,000	184,809.15	315,190.85	37.0%
36 INTEREST	30,000	0	30,000	10,228.11	19,771.89	34.1%
TOTAL JO CO-CITY GP SOLID AGENCY	530,000	0	530,000	195,037.26	334,962.74	36.8%
GRAND TOTAL	58,008,531	0	58,008,531	28,104,826.03	29,903,704.97	48.4%

\*\* END OF REPORT - Generated by Mindy Ellerman \*\*



## EXPENDITURE REPORT - ALL FUNDS

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BLDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>110 GENERAL FUND</b>							
61 PERSONNEL SERVICES	21,798,439	0	21,798,439	9,390,904.69	.00	12,407,534.31	43.1%
62 OPERATING SUPPLIES	921,561	0	921,561	263,396.35	2,816.46	655,348.19	28.9%
63 CONTRACTUAL SERVICES	6,089,957	0	6,089,957	2,368,579.01	.00	3,721,377.99	38.9%
64 CHARGES FOR SERVICES	769,437	0	769,437	384,718.56	.00	384,718.44	50.0%
65 CAPITAL OUTLAY	133,000	0	133,000	35,492.00	.00	97,508.00	26.7%
67 INDIRECT CHARGES	2,715,998	0	2,715,998	1,357,998.84	.00	1,357,999.16	50.0%
76 DEBT SERVICE	510,438	0	510,438	435,437.50	.00	75,000.50	85.3%
78 TRANSFERS	100,000	0	100,000	16,390.00	.00	83,610.00	16.4%
TOTAL GENERAL FUND	33,038,830	0	33,038,830	14,252,916.95	2,816.46	18,783,096.59	43.1%
<b>220 LODGING TAX FUND</b>							
63 CONTRACTUAL SERVICES	4,300	0	4,300	.00	.00	4,300.00	.0%
64 CHARGES FOR SERVICES	7,500	0	7,500	3,750.00	.00	3,750.00	50.0%
78 TRANSFERS	1,267,100	0	1,267,100	876,020.23	.00	391,079.77	69.1%
TOTAL LODGING TAX FUND	1,278,900	0	1,278,900	879,770.23	.00	399,129.77	68.8%
<b>230 STREET UTILITY</b>							
61 PERSONNEL SERVICES	507,070	0	507,070	258,598.02	.00	248,471.98	51.0%
62 OPERATING SUPPLIES	143,220	0	143,220	8,539.49	468.50	134,212.01	6.3%
63 CONTRACTUAL SERVICES	744,610	0	744,610	251,314.58	15,000.00	478,295.42	35.8%
64 CHARGES FOR SERVICES	518,497	0	518,497	259,248.60	.00	259,248.40	50.0%
67 INDIRECT CHARGES	176,100	0	175,100	88,050.00	.00	88,050.00	50.0%
78 TRANSFERS	1,825,000	0	1,825,000	484,169.26	.00	1,340,830.74	26.5%
TOTAL STREET UTILITY	3,914,497	0	3,914,497	1,349,919.95	15,468.50	2,549,108.55	34.9%
<b>251 CDB GRANT HUD FUND</b>							
63 CONTRACTUAL SERVICES	670,000	0	670,000	69,421.23	.00	600,578.77	10.4%
TOTAL CDB GRANT HUD FUND	670,000	0	670,000	69,421.23	.00	600,578.77	10.4%



# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 06

262	HOUSING/URBAN DEVELOPMENT FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>262 HOUSING/URBAN DEVELOPMENT FUND</b>								
63	CONTRACTUAL SERVICES	250,000	0	250,000	154,484.09	.00	95,515.91	61.8%
	TOTAL HOUSING/URBAN DEVELOPMENT FUND	250,000	0	250,000	154,484.09	.00	95,515.91	61.8%
<b>410 DEBT SERVICE/GEN OBLIG BOND FU</b>								
78	TRANSFERS	21,000	0	21,000	.00	.00	21,000.00	.0%
	TOTAL DEBT SERVICE/GEN OBLIG BOND FU	21,000	0	21,000	.00	.00	21,000.00	.0%
<b>490 DEBT SERVICE/BANCROFT BOND FUN</b>								
63	CONTRACTUAL SERVICES	12,000	0	12,000	.00	.00	12,000.00	.0%
64	CHARGES FOR SERVICES	5,000	0	5,000	2,500.02	.00	2,499.98	50.0%
76	DEBT SERVICE	33,000	0	33,000	2,538.00	.00	30,462.00	7.7%
78	TRANSFERS	500,000	0	500,000	.00	.00	500,000.00	.0%
	TOTAL DEBT SERVICE/BANCROFT BOND FUN	550,000	0	550,000	5,038.02	.00	544,961.98	.9%
<b>612 TRANSPORTATION CAPITAL PROJECT</b>								
63	CONTRACTUAL SERVICES	0	0	0	52,071.63	.00	-52,071.63	100.0%
64	CHARGES FOR SERVICES	0	0	0	91,892.32	.00	-91,892.32	100.0%
65	CAPITAL OUTLAY	8,273,115	0	8,273,115	672,968.06	.00	7,600,146.94	8.1%
67	INDIRECT CHARGES	0	0	0	8,847.00	.00	-8,847.00	100.0%
	TOTAL TRANSPORTATION CAPITAL PROJECT	8,273,115	0	8,273,115	825,779.01	.00	7,447,335.99	10.0%
<b>613 ALTERNATIVE TRANSPORTATION PRO</b>								
65	CAPITAL OUTLAY	58,629	0	58,629	.00	.00	58,629.00	.0%
78	TRANSFERS	5,000	0	5,000	215,999.00	.00	-210,999.00	4320.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT

EXPENDITURES AT 12/31/2020

FOR 2021 '06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL ALTERNATIVE TRANSPORTATION PRO	63,629	0	63,629	215,999.00	.00	-152,370.00	339.5%
<b>614 TRANSPORTATION CAPITAL PROJECT</b>							
65 CAPITAL OUTLAY	142,032	0	142,032	.00	.00	142,032.00	.0%
TOTAL TRANSPORTATION CAPITAL PROJECT	142,032	0	142,032	.00	.00	142,032.00	.0%
<b>615 TRANSPORTATION ADVANCED FINANC</b>							
65 CAPITAL OUTLAY	375,224	0	375,224	.00	.00	375,224.00	.0%
TOTAL TRANSPORTATION ADVANCED FINANC	375,224	0	375,224	.00	.00	375,224.00	.0%
<b>619 TRANSPORTATION CAPITAL PROJECT</b>							
65 CAPITAL OUTLAY	141,981	0	141,981	.00	.00	141,981.00	.0%
TOTAL TRANSPORTATION CAPITAL PROJECT	141,981	0	141,981	.00	.00	141,981.00	.0%
<b>630 SOLID WASTE OPERATIONS</b>							
61 PERSONNEL SERVICES	4,572	0	4,572	2,117.68	.00	2,454.32	46.3%
62 OPERATING SUPPLIES	625	0	625	9.17	.00	615.83	1.5%
63 CONTRACTUAL SERVICES	7,482	0	7,482	1,562.20	.00	5,919.80	20.9%
64 CHARGES FOR SERVICES	19,860	0	19,860	9,930.00	.00	9,930.00	50.0%
67 INDIRECT CHARGES	2,900	0	2,900	1,450.08	.00	1,449.92	50.0%
TOTAL SOLID WASTE OPERATIONS	35,439	0	35,439	15,069.13	.00	20,369.87	42.5%
<b>633 LANDFILL/POST CLOSURE OP</b>							
62 OPERATING SUPPLIES	2,500	0	2,500	369.07	.00	2,130.93	14.8%
63 CONTRACTUAL SERVICES	97,200	0	97,200	46,533.80	.00	50,666.20	47.9%





# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
64 CHARGES FOR SERVICES	14,500	0	14,500	.00	.00	14,500.00	.0%
67 INDIRECT CHARGES	10,400	0	10,400	5,200.02	.00	5,199.98	50.0%
TOTAL LANDFILL/POST CLOSURE OP	124,600	0	124,600	52,102.89	.00	72,497.11	41.8%
<b>635 SOLID WASTE/ENVIRON. FEES</b>							
63 CONTRACTUAL SERVICES	500,000	0	500,000	184,809.15	.00	315,190.85	37.0%
TOTAL SOLID WASTE/ENVIRON. FEES	500,000	0	500,000	184,809.15	.00	315,190.85	37.0%
<b>638 SOLID WASTE CAPITAL PROJECTS F</b>							
63 CONTRACTUAL SERVICES	0	0	0	37,315.28	.00	-37,315.28	100.0%
64 CHARGES FOR SERVICES	0	0	0	8,202.76	.00	-8,202.76	100.0%
65 CAPITAL OUTLAY	1,141,347	0	1,141,347	48,324.00	.00	1,093,023.00	4.2%
67 INDIRECT CHARGES	0	0	0	1,858.00	.00	-1,858.00	100.0%
78 TRANSFERS	29,000	0	29,000	.00	.00	29,000.00	.0%
TOTAL SOLID WASTE CAPITAL PROJECTS F	1,170,347	0	1,170,347	95,700.04	.00	1,074,646.96	8.2%
<b>640 STORMWATER UTILITY FUND</b>							
61 PERSONNEL SERVICES	235,830	0	235,830	54,191.76	.00	181,638.24	23.0%
62 OPERATING SUPPLIES	34,250	0	34,250	2,477.33	.00	31,772.67	7.2%
63 CONTRACTUAL SERVICES	601,674	0	601,674	260,241.76	15,000.00	326,432.24	45.7%
64 CHARGES FOR SERVICES	253,046	0	253,046	126,523.08	.00	126,522.92	50.0%
67 INDIRECT CHARGES	105,600	0	105,600	52,800.00	.00	52,800.00	50.0%
78 TRANSFERS	1,375,000	0	1,375,000	505,000.00	.00	870,000.00	36.7%
TOTAL STORMWATER UTILITY FUND	2,605,400	0	2,605,400	1,001,233.93	15,000.00	1,589,166.07	39.0%
<b>642 STORMWATER FUND</b>							
65 CAPITAL OUTLAY	48,471	0	48,471	.00	.00	48,471.00	.0%
TOTAL STORMWATER FUND	48,471	0	48,471	.00	.00	48,471.00	.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 '06

645	STORMWATER ADVANCED FINANCING	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>645 STORMWATER ADVANCED FINANCING</b>								
65	CAPITAL OUTLAY	51,259	0	51,259	.00	.00	51,259.00	.0%
	TOTAL STORMWATER ADVANCED FINANCING	51,259	0	51,259	.00	.00	51,259.00	.0%
<b>648 STORMWATER CAPITAL</b>								
63	CONTRACTUAL SERVICES	0	0	0	20,240.96	.00	-20,240.96	100.0%
64	CHARGES FOR SERVICES	0	0	0	24,541.37	.00	-24,541.37	100.0%
65	CAPITAL OUTLAY	2,733,066	0	2,733,066	122,928.62	.00	2,610,137.38	4.5%
67	INDIRECT CHARGES	0	0	0	3,341.00	.00	-3,341.00	100.0%
	TOTAL STORMWATER CAPITAL	2,733,066	0	2,733,066	171,051.95	.00	2,562,014.05	6.3%
<b>691 GENERAL LANDS &amp; BUILDINGS CAPI</b>								
62	OPERATING SUPPLIES	0	0	0	7,910.51	10,051.23	-17,961.74	100.0%
63	CONTRACTUAL SERVICES	0	0	0	151,654.60	.00	-151,654.60	100.0%
64	CHARGES FOR SERVICES	0	0	0	25,185.21	.00	-25,185.21	100.0%
65	CAPITAL OUTLAY	9,328,864	0	9,328,864	361,533.40	1,222.43	8,966,108.17	3.9%
67	INDIRECT CHARGES	0	0	0	13,640.00	.00	-13,640.00	100.0%
76	DEBT SERVICE	1,060,000	0	1,060,000	5,945.00	.00	1,054,055.00	.6%
78	TRANSFERS	150,000	0	150,000	150,000.00	.00	.00	100.0%
	TOTAL GENERAL LANDS & BUILDINGS CAPI	10,538,864	0	10,538,864	715,868.72	11,273.66	9,811,721.62	6.9%
<b>692 LANDS &amp; BLDGS PARK LAND SDC</b>								
65	CAPITAL OUTLAY	53,341	0	53,341	.00	.00	53,341.00	.0%
	TOTAL LANDS & BLDGS PARK LAND SDC	53,341	0	53,341	.00	.00	53,341.00	.0%
<b>693 LANDS &amp; BLDG PARKS RM TAX</b>								



# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021.06

693	LANDS & BLDG PARKS RM TAX	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65	CAPITAL OUTLAY	86,687	0	86,687	.00	.00	86,687.00	.0%
	TOTAL LANDS & BLDG PARKS RM TAX	86,687	0	86,687	.00	.00	86,687.00	.0%
	<b>694. PARKS DEVELOPMENT SDC</b>							
65	CAPITAL OUTLAY	37,601	0	37,601	.00	.00	37,601.00	.0%
	TOTAL PARKS DEVELOPMENT SDC	37,601	0	37,601	.00	.00	37,601.00	.0%
	<b>720. WASTEWATER</b>							
61	PERSONNEL SERVICES	1,462,752	0	1,462,752	660,235.36	.00	802,516.64	45.1%
62	OPERATING SUPPLIES	428,450	0	428,450	135,878.94	45,682.02	246,889.04	42.4%
63	CONTRACTUAL SERVICES	1,424,696	0	1,424,696	598,138.83	16,435.96	810,121.21	43.1%
64	CHARGES FOR SERVICES	527,406	0	527,406	263,702.94	.00	263,703.06	50.0%
67	INDIRECT CHARGES	354,000	0	354,000	177,000.00	.00	177,000.00	50.0%
76	DEBT SERVICE	1,717,350	0	1,717,350	909,685.55	.00	807,664.45	53.0%
78	TRANSFERS	1,890,000	0	1,890,000	1,255,000.00	.00	635,000.00	66.4%
	TOTAL WASTEWATER	7,804,654	0	7,804,654	3,999,641.62	62,117.98	3,742,894.40	52.0%
	<b>722. SEWER SDC</b>							
65	CAPITAL OUTLAY	927,164	0	927,164	.00	.00	927,164.00	.0%
	TOTAL SEWER SDC	927,164	0	927,164	.00	.00	927,164.00	.0%
	<b>725. SEWER ADVANCED FINANCING</b>							
65	CAPITAL OUTLAY	27,609	0	27,609	.00	.00	27,609.00	.0%
	TOTAL SEWER ADVANCED FINANCING	27,609	0	27,609	.00	.00	27,609.00	.0%
	<b>728. WASTEWATER PROJECTS</b>							



## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 06

728	WASTEWATER PROJECTS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
63	CONTRACTUAL SERVICES	0	0	0	80,219.32	.00	-80,219.32	100.0%
64	CHARGES FOR SERVICES	0	0	0	229,712.87	.00	-229,712.87	100.0%
65	CAPITAL OUTLAY	7,525,221	0	7,525,221	401,742.00	175,781.12	6,947,697.88	7.7%
67	INDIRECT CHARGES	0	0	0	12,242.00	.00	-12,242.00	100.0%
	TOTAL WASTEWATER PROJECTS	7,525,221	0	7,525,221	723,916.19	175,781.12	6,625,523.69	12.0%
	<b>750 WATER OPERATIONS FUNDS</b>							
61	PERSONNEL SERVICES	1,763,154	0	1,763,154	746,167.97	.00	1,016,986.03	42.3%
62	OPERATING SUPPLIES	679,532	0	679,532	338,485.49	117,582.78	223,463.73	67.1%
63	CONTRACTUAL SERVICES	1,174,536	0	1,174,536	563,145.57	19,201.00	592,189.43	49.6%
64	CHARGES FOR SERVICES	615,012	0	615,012	307,505.94	.00	307,506.06	50.0%
65	CAPITAL OUTLAY	0	0	0	7,376.80	.00	-7,376.80	100.0%
67	INDIRECT CHARGES	389,900	0	389,900	194,950.02	.00	194,949.98	50.0%
76	DEBT SERVICE	505,100	0	505,100	470,703.33	.00	34,396.67	93.2%
78	TRANSFERS	3,755,000	0	3,755,000	2,265,000.00	.00	1,490,000.00	60.3%
	TOTAL WATER OPERATIONS FUNDS	8,882,234	0	8,882,234	4,893,335.12	136,783.78	3,852,115.10	56.6%
	<b>752 WATER SDC FUND</b>							
65	CAPITAL OUTLAY	205,952	0	205,952	.00	.00	205,952.00	.0%
	TOTAL WATER SDC FUND	205,952	0	205,952	.00	.00	205,952.00	.0%
	<b>755 WATER ADVANCED FINANCING FUND</b>							
65	CAPITAL OUTLAY	166,523	0	166,523	.00	.00	166,523.00	.0%
	TOTAL WATER ADVANCED FINANCING FUND	166,523	0	166,523	.00	.00	166,523.00	.0%
	<b>758 WATER CAPITAL PROJECTS FUND</b>							
63	CONTRACTUAL SERVICES	0	0	0	503,077.62	.00	-503,077.62	100.0%
64	CHARGES FOR SERVICES	0	0	0	90,186.61	.00	-90,186.61	100.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT

EXPENDITURES AT 12/31/2020

FOR 2021 06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65 CAPITAL OUTLAY	18,985,147	0	18,985,147	2,625,639.12	30,395.00	16,329,112.88	14.0%
67 INDIRECT CHARGES	0	0	0	35,758.00	.00	-35,758.00	100.0%
78 TRANSFERS	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL WATER CAPITAL PROJECTS FUND	19,020,147	0	19,020,147	3,254,661.35	30,395.00	15,735,090.65	17.3%
<b>811 GARAGE OPERATIONS FUND</b>							
61 PERSONNEL SERVICES	422,908	0	422,908	176,798.47	.00	246,109.53	41.8%
62 OPERATING SUPPLIES	390,750	0	390,750	145,142.78	.00	245,607.22	37.1%
63 CONTRACTUAL SERVICES	189,813	0	189,813	70,140.24	.00	119,672.76	37.0%
64 CHARGES FOR SERVICES	61,811	0	61,811	30,905.46	.00	30,905.54	50.0%
67 INDIRECT CHARGES	98,100	0	98,100	49,050.00	.00	49,050.00	50.0%
TOTAL GARAGE OPERATIONS FUND	1,163,382	0	1,163,382	472,036.95	.00	691,345.05	40.6%
<b>812 EQUIPMENT REPLACEMENT FUND</b>							
63 CONTRACTUAL SERVICES	0	0	0	265.00	.00	-265.00	100.0%
65 CAPITAL OUTLAY	1,225,000	0	1,225,000	335,564.26	128,328.61	761,107.13	37.9%
TOTAL EQUIPMENT REPLACEMENT FUND	1,225,000	0	1,225,000	335,829.26	128,328.61	760,842.13	37.9%
<b>813 INFORMATION TECHNOLOGY FUND</b>							
61 PERSONNEL SERVICES	649,081	0	649,081	300,870.64	.00	348,210.36	46.4%
62 OPERATING SUPPLIES	7,000	0	7,000	2,993.55	.00	4,006.45	42.8%
63 CONTRACTUAL SERVICES	250,086	0	250,086	125,897.77	8,049.91	116,138.32	53.6%
64 CHARGES FOR SERVICES	30,586	0	30,586	15,292.98	.00	15,293.02	50.0%
67 INDIRECT CHARGES	63,800	0	63,800	31,900.02	.00	31,899.98	50.0%
78 TRANSFERS	80,000	0	80,000	50,000.00	.00	30,000.00	62.5%
TOTAL INFORMATION TECHNOLOGY FUND	1,080,553	0	1,080,553	526,954.96	8,049.91	545,548.13	49.5%
<b>831 PROPERTY SERVICES FUND</b>							



## FOR 2021 06

861 WORKERS COMP INSURANCE





# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 06

861	WORKERS COMP INSURANCE	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
61	PERSONNEL SERVICES	91,161	0	91,161	22,487.15	.00	68,673.85	24.7%
62	OPERATING SUPPLIES	13,700	0	13,700	2,200.45	.00	11,499.55	16.1%
63	CONTRACTUAL SERVICES	444,986	0	444,986	197,126.16	.00	247,859.84	44.3%
	TOTAL WORKERS COMP INSURANCE	549,847	0	549,847	221,813.76	.00	328,033.24	40.3%
	<b>862 GENERAL INSURANCE FUND</b>							
61	PERSONNEL SERVICES	25,885	0	25,885	11,994.81	.00	13,890.19	46.3%
63	CONTRACTUAL SERVICES	658,107	0	658,107	596,659.21	.00	61,447.79	90.7%
	TOTAL GENERAL INSURANCE FUND	683,992	0	683,992	608,654.02	.00	75,337.98	89.0%
	<b>863 BENEFITS ADMINISTRATION</b>							
61	PERSONNEL SERVICES	2,371,100	0	2,371,100	167,299.97	.00	2,203,800.03	7.1%
62	OPERATING SUPPLIES	2,900	0	2,900	540.21	.00	2,359.79	18.6%
63	CONTRACTUAL SERVICES	12,810	0	12,810	.00	.00	12,810.00	.0%
	TOTAL BENEFITS ADMINISTRATION	2,386,810	0	2,386,810	167,840.18	.00	2,218,969.82	7.0%
	<b>890 ADMINISTRATIVE SERVICES FUND</b>							
61	PERSONNEL SERVICES	2,519,136	0	2,519,136	1,026,618.38	.00	1,492,517.62	40.8%
62	OPERATING SUPPLIES	90,150	0	90,150	36,276.85	.00	53,873.15	40.2%
63	CONTRACTUAL SERVICES	1,277,242	0	1,277,242	476,698.62	57,443.46	743,099.92	41.8%
64	CHARGES FOR SERVICES	213,060	0	213,060	106,529.94	.00	106,530.06	50.0%
65	CAPITAL OUTLAY	8,000	0	8,000	16,443.56	.00	-8,443.56	203.5%
67	INDIRECT CHARGES	99,700	0	99,700	49,849.98	.00	49,850.02	50.0%
78	TRANSFERS	65,000	0	65,000	65,000.00	.00	.00	100.0%
	TOTAL ADMINISTRATIVE SERVICES FUND	4,272,288	0	4,272,288	1,777,417.33	57,443.46	2,437,427.21	42.9%
	<b>910 AGENCY FUND</b>							
63	CONTRACTUAL SERVICES	15,000	0	15,000	.00	.00	15,000.00	.0%



# GRANTS PASS

## YEAR-TO-DATE REPORT EXPENDITURES AT 12/31/2020

FOR 2021 06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
64 CHARGES FOR SERVICES	12,500	0	12,500	6,250.02	.00	6,249.98	50.0%
TOTAL AGENCY FUND	27,500	0	27,500	6,250.02	.00	21,249.98	22.7%
<b>950 URBAN RENEWAL GENERAL FUND</b>							
63 CONTRACTUAL SERVICES	12,500	0	12,500	7,610.09	.00	4,889.91	60.9%
64 CHARGES FOR SERVICES	30,000	0	30,000	10,886.50	.00	19,113.50	36.3%
65 CAPITAL OUTLAY	2,269,000	0	2,269,000	.00	.00	2,269,000.00	.0%
TOTAL URBAN RENEWAL GENERAL FUND	2,311,500	0	2,311,500	18,496.59	.00	2,293,003.41	.8%
<b>970 JO CO-CITY GP SOLID AGENCY</b>							
62 OPERATING SUPPLIES	0	0	0	6.98	.00	-6.98	100.0%
63 CONTRACTUAL SERVICES	408,500	0	408,500	44,474.32	.00	364,025.68	10.9%
65 CAPITAL OUTLAY	95,000	0	95,000	15,038.49	.00	79,961.51	15.8%
67 INDIRECT CHARGES	22,100	0	22,100	11,050.02	.00	11,049.98	50.0%
TOTAL JO CO-CITY GP SOLID AGENCY	525,600	0	525,600	70,569.81	.00	455,030.19	13.4%
GRAND TOTAL	129,235,209	0	129,235,209	38,805,355.73	643,458.48	89,786,394.79	30.5%

\*\* END OF REPORT - Generated by Mindy Ellerman \*\*

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION FUNDS  
12/31/2020**

	FUND 612-619 61	FUND 638	FUND 646	FUND 642	FUND 661	FUND 692-694 69	FUND 722 / 752 722 752	FUND 725 / 645 / 755 725 645 755	FUND 729 / 759 729 759	FUND 728	FUND 758
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	Transportation Capital Projects	Landfill Capital Projects	Storm Drain Capital Projects	Storm Drain Capital Projects	Lands & Buildings Capital Projects	Parks SDC's	Water & Sewer SDC's	Water, Storm Wtr & Sewer AFD's	Water & Sewer UD's	Sewer Capital Projects	Water Capital Projects	TOTALS
Budgeted Fund Balance 7/1	6,243,481	1,130,847	697,566	301,221	3,973,864	249,029	1,837,116	236,641	-	5,220,221	14,595,147	
Actual Fund Balance 7/1	7,182,312	1,231,111	715,648	332,509	4,128,521	261,967	2,053,341	251,411	-	5,885,786	15,130,384	37,172,690

Revenues 7/1 to 12/31/2020												
Development Charges	262,725	-	-	84,615	9,841	134,870	1,102,408	-	-	-	-	1,594,458
Intergovernmental	154,376	-	-	-	206,505	-	-	-	-	-	-	360,881
Interest	34,530	8,472	3,989	1,489	19,566	1,627	11,465	1,255	-	30,528	69,152	162,173
Other (including property sales)	7,346	-	-	-	257,542	-	-	9,716	-	-	11,321	285,125
Transfers In:	-	-	-	-	-	-	-	-	-	-	-	-
General Fund	-	-	-	-	16,390	-	-	-	-	-	-	16,390
Street Utility/Transportation	615,168	-	500,000	-	5,000	-	-	-	-	80,000	-	1,200,168
Bancroft Bond Fund	-	-	-	-	-	-	-	-	-	-	-	-
Transient Room Tax	-	-	-	-	25,000	135,270	-	-	-	-	-	161,270
Lands & Buildings SDC	-	-	-	-	96,000	(121,000)	-	-	-	-	-	(25,000)
Wastewater General, AFD, and SDC	-	-	-	-	5,000	-	(1,000,000)	-	-	2,250,000	-	1,255,000
Storm Water	-	-	280,500	(280,500)	-	-	-	-	-	5,000	-	5,000
Water General, AFD, and SDC	-	-	-	-	5,000	-	(840,000)	-	-	10,000	3,080,000	2,265,000
CDRG/HUD	-	-	-	-	-	-	-	-	-	-	-	-
PCD Management	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equip Replacement	-	-	-	-	65,000	-	-	-	-	-	-	65,000
Admin Services	-	-	-	-	-	-	-	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-	-	-	-	-
IT	-	-	-	-	50,000	-	-	-	-	-	-	-
PW Management - GIS	-	-	-	-	110,000	-	-	-	-	-	-	110,000
Tourism	-	-	-	-	-	-	-	-	-	-	-	-
Property Management	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,074,145	8,472	784,489	(194,396)	870,844	151,767	(726,127)	10,970	-	2,375,628	3,170,473	7,526,265

Less expenditures 7/1 to 12/31/20

Direct Project Expenditures	725,040	90,765	149,588	-	527,044	-	-	-	-	481,961	3,128,717	5,103,114
Internal Engineering/GIS Charges	91,892	3,077	18,123	-	25,185	-	-	-	-	229,713	90,187	458,177
Indirect Administrative Charges	8,847	1,858	3,341	-	-	-	-	-	-	12,242	35,756	75,886
Total Project Expenditures	825,779	95,700	171,052	-	565,868	-	-	-	-	723,916	3,254,661	5,636,977
Transfers Out	215,998	-	-	-	150,000	-	-	-	-	-	-	365,998
Total Expenditures	1,041,778	95,700	171,052	-	715,868	-	-	-	-	723,916	3,254,661	6,002,976
Budgetary Fund Balance 12/31/20	7,214,679	1,143,882	1,329,086	138,113	4,283,497	419,434	1,327,214	262,381	-	7,537,488	15,046,196	38,695,978

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION PROJECTS  
12/31/2020**

Project Number	Description	Project Cost Estimate @ FY20 Budget	Mid-year budget Changes & Notes	Cost Incurred	
				to 6/30/2020	7/1-6/30
TR0000	Transportation Proj - Gen'l			\$ (458)	\$ -
TR0000-619	Transportation Projects LID			\$ (279)	\$ -
TR5022	Master Transportation Plan Updt	\$ 300,000		\$ 15,202	\$ -
TR5025	ROW Purchases	\$ AS AVAILABLE		\$ 52,379	\$ -
TR6116	Allen Cr. Rd. Impr/V-W HB	\$ 2,300,000	City's portion	\$ 20,097	\$ 255.80
TR6118	CMAQ Sidewalk Project	\$ 1,950,000		\$ 1,476,080	\$ -
TR6158	Street Lighting/Signal Improvements	\$ 10,000	Annually	\$ 182,802	\$ -
TR6161	Bike Lane Striping	\$ 90,000	Annually	\$ 419,702	\$ -
TR6245	Willow Lane Reconstruction	\$ 500,000		\$ 257,027	\$ 8,016.94
TR6247	Dimmick RR Crossing Corridor	\$ 50,000		\$ -	\$ -
TR6324	Overlay/Maintenance FY18/FY20	\$ 1,500,000		\$ 1,200,835	\$ 13,568.53
TR6325	Willow Lane Reconstruction	\$ 2,200,000		\$ 1,804,607	\$ 3,512.00
TR6333	Josephine County Transit Grant #2	\$ 153,300	Annual Grant	\$ 458,720	\$ 38,310.00
TR6338	Emergency Storm Drain Projects	\$ 270,000		\$ 174,996	\$ 686.35
TR6356	Traffic Calming, Bike & Ped	\$ 40,000	As available	\$ 69,474	\$ 12,337.18
TR6359	Sidewalk Rehab Project		Annually	\$ 103,741	\$ 16,175.80
TR6357	ESTATES LANE IMPROVEMENTS		Annually	\$ 5,440	\$ 108,826.66
TR6372	OVERLAY/MAINTENANCE FY21/FY23	\$ 50,000-100,000	Annually	\$ 30,794	\$ 623,956.35
TR6383	STREETLIGHT LED UPGRADES	\$ 700,000		\$ -	\$ 133.40
TR6413	Sidewalk Infill and Repair Fund	\$ 50,000	Annually	\$ 304,424	\$ -
TR9700	Bikeway Projects - General	\$ 120,000	Annually	\$ 673,625	\$ -
DO0000	Storm Drain & Open Space			\$ (109)	\$ -
DO6071	TMDL Implementation Plan Strtup	\$ 30,000	Annually	\$ 145,920	\$ 9,718.51
DO6319	Storm Water Utility & SDC Study	\$ 110,000		\$ 118,478	\$ 88.00
DO6321	General Engineering Services	\$ 25,000	As available	\$ 36,452	\$ 5,832.20
DO6336	Dentention Pond Maint/Upgrades	\$ 10,000	As available	\$ 15,879	\$ -
DO6337	Schroeder Lane North SD	\$ 1,000,000		\$ 64,086	\$ 1,618.25
DO6353	Emergency Storm Drain Projects			\$ 42,758	\$ 151,649.98
DO6386	C STREET/DIMMICK	\$ 400,000		\$ -	\$ 2,145.00
WA0000	Water Projects - General			\$ 35,030	\$ -
WA4742	Meadow Wood Res. 16	\$ 350,000		\$ 18,456	\$ -
WA4871	MEADOW WOOD RES.16 CONSTR	\$ 4,000,000		\$ -	\$ 8,947.12
WA5096	WTP Structural Repairs	\$ 75,000	Annually	\$ 850,873	\$ 403.98
WA6058	Water System Security Projects	\$ 10,000	Annually	\$ 134,045	\$ 503.93
WA6059	Pump Station Repairs	\$ 25,000	Annually	\$ 190,712	\$ -
WA6207	WTP Upgrade	\$ 81,000,000		\$ 1,841,194	\$ 2,946,292.22
WA6250	Water Rate & SDC Study	\$ 70,000		\$ 72,865	\$ 88.00
WA6251	Purchase Portable Generator for Pump Station	\$ 125,000		\$ 62,169	\$ -
WA6252	ARC Flash Study WA and SE	\$ 100,000		\$ -	\$ -
WA6330	Freeze Protect ARVS on Ped Bridge	\$ 50,000		\$ 9,804	\$ -
WA6360	Small Main Replacement Program	\$ 1,500,000		\$ 557,081	\$ 48,986.72
WA6361	WTP SCADA Improvements	\$ 225,000		\$ 248,946	\$ 12,059.71
WA6362	Redwood Highway Looping	\$ 3,400,000		\$ 226,234	\$ 4,420.00
WA6365	Source Water Protection Grants	\$ 65,000		\$ 61,342	\$ -
WA6369	WTP EQUIPMENT IMPROVEMENT	\$ 325,000		\$ 130,722	\$ 19,713.12
WA6376	GENERAL ENGINEERING SERVICES	\$ 325,000		\$ 48,803	\$ 11,032.19
WA6387	SCOVILLE ROAD WATER LOOPING	\$ -		\$ 54,493	\$ 64,616.51
WA6404	WATER SYSTEM RISK AND RESILIENCE	\$ -		\$ 1,245	\$ 38,548.34
WA6409	BEACON DRIVE	\$ -		\$ -	\$ 99,048.51
SE0000	Sewer Projects - General			\$ (463)	\$ -
SE4964	WRP Phase 2 Expansion	\$ 30,400,000		\$ 28,112,545	\$ 1,467.13
SE5080	WRP Structural Repairs	\$ 75,000	Annually	\$ 94,307	\$ -
SE6012	Western Av Sewer Replcmt	\$ 2,100,000		\$ 153,870	\$ 520,677.31
SE6112	Sewer Rate Study SE & RS	\$ 70,000		\$ 72,656	\$ 88.00
SE6198	Collection System Maintenance	\$ 75,000	Annually	\$ 1,019,966	\$ -
SE6199	Pump/Lift Station Equipment Imprvmt	\$ 10,000	Annually	\$ 256,728	\$ -
SE6200	Spalding Indust.Park WW Infrastructure	\$ 100,000		\$ 5,382	\$ -
SE6237	General Engineering Services	\$ 20,000	Annually	\$ 99,513	\$ 22,228.64
SE6238	Effluent Mixing Zone Dye Tracer Study	\$ 50,000		\$ -	\$ -
SE6239	WRP Equipment Improvement	\$ 50,000	Annually	\$ 66,342	\$ 25,839.44
SE6334	Public Works Asset Mgmt	\$ 330,000		\$ 332,917	\$ 38,092.00
SE6335	Webster Pump Station No. 2 Rehab	\$ 1,000,000		\$ 13,308	\$ -
SE6375	COLLECTION SYSTEM MAINT & REPAIR	\$ 1,000,000		\$ 277,357	\$ 115,523.67
SE6374	REDWOOD AREA PUMP STATION & RIVER	\$ -		\$ 10,836	\$ -
LA0000	Landfill Projects-General			\$ (2)	\$ -
LA2640	Landfill Remediation	\$ 3,043,000		\$ 3,221,863	\$ 38,434.28
LA4691	Clean-up Program	\$ 30,000	Annually	\$ 158,778	\$ -
LA6355	Storm Water Pond	\$ Page 46 of 60		\$ 18,511	\$ 57,265.76

CITY OF GRANTS PASS CAPITAL CONSTRUCTION PROJECTS 12/31/2020					
Project Number	Description	Project Cost Estimate @ FY20 Budget	Mid-year budget Changes & Notes	Cost Incurred	
				to 6/30/2020	7/1-6/30

**CITY OF GRANTS PASS  
CAPITAL CONSTRUCTION PROJECTS  
12/31/2020**

Project Number	Description	Project Cost Estimate @ FY20 Budget	Mid-year budget Changes & Notes	Cost Incurred	
				to 6/30/2020	7/1-6/30
LB0000	Lands & Bldgs Proj - General			\$ 537	\$ -
LB4245	Muni Parking Property Acq	\$ 515,000		\$ 382,339	\$ 111,730.4300
LB4377	Municipal Bldg Land Fund	UNKNOWN		\$ 413,970	\$ 30,622.80
LB4955	Allen Crk Trail: Ramsey>199	\$ 463,000		\$ 364,382	\$ -
LB5067	Tree Refund Program	\$ VARIES		\$ 31,302	\$ -
LB5077	Re-Vegetation Program	\$ VARIES		\$ 62,307	\$ -
LB6084	Vacant Prop. Safety & Renovation	\$ 170,000		\$ 150,295	\$ -
LB6085	Code/Plan Update	\$ 300,000		\$ 176,714	\$ 28,008.22
LB6099	Property Acquisition & lot line adj.	\$ 5,000 to 10,000	Annually	\$ 16,415	\$ -
LB6101	H T E Replacement	\$ 1,312,000		\$ 1,153,238	\$ -
LB6105	PEG Fund Projects for FY12,FY13	\$ 40,000	Annually	\$ 241,217	\$ 2,332.63
LB6136	Fuels Reduction Plan	\$ 45,000		\$ 18,298	\$ -
LB6138	Downtown Hardcape	\$ 40,000		\$ 43,518	\$ -
LB6184	Sports Complex	\$700,000 to 900,000	per field installed	\$ 1,077,360	\$ -
LB6189	Existing Park & Sports Facility Rehabilitation	Ongoing		\$ 332,091	\$ 17,747.10
LB6190	Riverside Park, River Trail	\$ 260,000		\$ 230,486	\$ -
LB6193	Weekend parkways-Open Streets	\$ 10,000 to 15,000	Annually	\$ 34,134	\$ -
LB6197	Fire Sprinkler & Structural Retrofit Grants	\$ 665,000		\$ 602,861	\$ 49,841.23
LB6224	Grants Pass Area Brownfield Planning	\$ 200,000		\$ 168,579	\$ 15,369.81
LB6225	Fleet Maintenance Facility	\$ 600,000		\$ 45,180	\$ -
LB6228	Alternative Fueling Facility Design & Implementation Plan	\$ 112,000		\$ -	\$ -
LB6229	Downtown Parking	\$ 510,000		\$ 503,197	\$ 223.39
LB6233	DDA and AFD Evaluation and Clean Up	\$ 70,000		\$ 36,920	\$ 341.03
LB6236	Spalding Industrial Park Development	\$ 19,000,000		\$ -	\$ -
LB6277	Downtown Accent Lighting	\$ 40,000		\$ 21,958	\$ 822.40
LB6282	City Rebranding	\$ 105,000		\$ 73,945	\$ -
LB6313	Develop Park Area W. Caveman Bridge	\$ 75,000		\$ 8,201	\$ -
LB6314	Downtown Welcome Center Bldg	\$ 1,700,000		\$ 587	\$ 18,259.35
LB6315	Develop Hillcrest Park Reserve	\$ 495,000		\$ 10,701	\$ 10,616.55
LB6318	Parking Lot Art	\$ 15,000	Annually	\$ 36,520	\$ 8,343.00
LB6326	School Park Construction	\$ 156,000		\$ 75,840	\$ -
LB6327	Technology Lifecycle Management FY17-FY19	\$ 50,000	Annually	\$ 194,439	\$ 14,153.21
LB6328	Public Safety & 911 HQ Building	\$ 9,150,000		\$ 10,247,079	\$ 7,332.28
LB6340	It's the Climate Sign - Refurbish	\$ 15,000		\$ 2,926	\$ -
LB6343	Parks Acquisition	UNKNOWN		\$ -	\$ -
LB6344	Makers Space	\$ 200,000		\$ 27,176	\$ -
LB6364	Jo Co Child Safety Seat Coalition	Varies by Year		\$ 4,697	\$ 2,856.65
LB6351	HISTORIC DISTRICT BUILDING PLAQUES			\$ 2,450	\$ -
LB6368	Assistance to Firefighters Grant			\$ 44,695	\$ -
LB6370	Dollar Mountain	\$ 1,856,000		\$ 1,132,452	\$ 66,696.89
LB6377	Upgrade & repurpose Westholm Park	\$ 75,000		\$ 673	\$ -
LB6378	DOWNTOWN ALLEY ACTIVATION/BEAUTIFIC			\$ -	\$ -
LB6379	DUII Impact Panel	\$ 12,000	Annually	\$ 8,188	\$ 9,468.00
LB6380	GIS Master Plan	\$ 35,000		\$ 53,787	\$ 6,839.82
LB6381	Commercial & Nonprofit Infrastructure	\$ 500,000		\$ 346,325	\$ 92,693.16
LB6382	RIVER ROAD RESERVE SALE	\$ -		\$ 7,646	\$ 9,940.00
LB6388	SURPLUS PROPERTY SALES	TBD		\$ -	\$ 1,403.00
LB6389	UTILITY IVR & ONLINE CUSTOMER SVC	\$ -		\$ 29,025	\$ -
LB6392	5TH & G STREET PLAZA LIGHTING			\$ -	\$ 116.00
LB6394	BUSINESS RENOVATION & RELOCATION	\$ -		\$ 57,470	\$ 2,784.20
LB6399	PARKS SECURITY CAMERAS			\$ -	\$ 5,364.27
LB6403	PROPERTY ABATEMENT & BLIGHT CLEANUP			\$ -	\$ 2,639.55
LB6407	COVID-19 EMERGENCY RESPONSE	\$ -		\$ 135,675	\$ 47,520.00
LB6408	HOUSING STUDIES PASS THROUGH	\$ -		\$ 5,524	\$ 1,783.75
LB6580	Izaak Walton Bldg Replacement	UNKNOWN		\$ 46,003	\$ -
<b>TOTALS</b>		<b>\$ 180,637,300</b>		<b>\$ 65,592,192</b>	<b>\$ 5,636,977.26</b>
				Transfers Out	\$ 150,000.00
				Total	\$ 5,786,977.26
				Fund Summaries	5,786,977.26
				Difference	\$ -



**Grants Pass Urban Renewal Agency**

**FY21 SUMMARY**

	BUDGET	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year to Date	Budget Remaining
<b>REVENUES:</b>							
Beginning Balance	\$ 1,125,000					\$ 1,147,247.48	
Property Taxes	\$ 1,211,755	\$ 2,920.78	\$ 979,074.50			\$ 981,995.28	\$ 229,759.72
Interest	5,000	3,396.35	3,095.23			\$ 6,491.58	(1,491.58)
Misc Revenue	-					-	-
<b>TOTAL REVENUE</b>	<b>2,341,755</b>	<b>\$ 6,317.13</b>	<b>\$ 982,169.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 988,486.86</b>	<b>\$ 228,268.14</b>
<b>EXPENDITURES:</b>							
<i>Contractual Services:</i>							
Advertising	\$ 2,000					\$ -	\$ 2,000.00
Audit	5,500	1,600.00	3,045.00			\$ 4,645.00	855.00
Other Professional Services	5,000	-	2,965.09			\$ 2,965.09	2,034.91
<b>Total Contractual Services</b>	<b>12,500</b>	<b>\$ 1,600.00</b>	<b>\$ 6,010.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,610.09</b>	<b>\$ 4,889.91</b>
<i>Staff Expense - Billing:</i>							
Engineering		\$ 7,316.97				\$ -	
City Manager		\$ -				\$ -	
Attorney						\$ -	
Finance Director		\$ 195.82	\$ 146.87	\$ -	\$ -	\$ 342.69	
Parks & Community Dev. Director		\$ -	\$ 1,437.24			\$ 1,437.24	
Business Advocate		\$ -	\$ 481.72	\$ -	\$ -	\$ 481.72	
Accounting Supervisor		\$ -				\$ -	
Accountant		\$ 581.28	726.60	\$ -	\$ -	\$ 1,307.88	
Clerical		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Direct Charges</b>	<b>30,000</b>	<b>\$ 8,094.07</b>	<b>\$ 2,792.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,886.50</b>	<b>\$ 19,113.50</b>
<i>Capital Project Funding to City:</i>							
LB6314 Downtown Welcome Center	(500,000)	\$ -					\$ (500,000.00)
LB6390 Convention/Meeting Facility	60,000						\$ 60,000.00
LB6391 Blighted Building Removal/R	100,000						\$ 100,000.00
LB6392 5th & G Street Plaza Lighting	350,000						\$ 350,000.00
LB6394 Business Renovation/Reloca	400,000						\$ 400,000.00
LB6395 Riverside Park Improvement	400,000						\$ 400,000.00
SE6200 Spalding Ind. WW Infrastruc	145,000						\$ 145,000.00
Other Capital Outlay	1,314,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,314,000.00
<b>Total Capital Outlay</b>	<b>2,269,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,269,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,311,500</b>	<b>\$ 9,694.07</b>	<b>\$ 8,802.52</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,496.59</b>	<b>\$ 2,293,003.41</b>
Ending Balance/Contingency	\$ 30,255					\$ 2,117,237.75	

## Quarterly Investment Report as of December 31, 2020

Total Cash/Investment Balance at Quarter End \$ 84,211,409

		% of Cash Balance	Investment Policy Limit	% Available (Over)
<b><u>Maximum Maturities</u></b>				
Total Investments Maturing in				
OVER 36 months	\$ -	0%	0%	0%
OVER 360 days	\$ 4,984,924	6%	30%	24%
OVER 180 days	\$ 6,050,965	7%	55%	48%
OVER 1 day	\$ 12,353,208	15%	85%	70%
<b><u>Per Issuer Limits</u></b>				
US Agencies				
TOTAL FAMCA Holdings	\$ -	0%	25%	25%
TOTAL FARMER MAC Holdings	\$ 1,006,309	1%	25%	24%
TOTAL FHLB Holdings	\$ -	0%	25%	25%
TOTAL FFCB Holdings	\$ 1,873,323	2%	25%	23%
TOTAL FHLMC Holdings	\$ -	0%	25%	25%
TOTAL FNMA Holdings	\$ -	0%	25%	25%
Banking Institutions				
Umpqua Bank (excluding CDARS)	\$ 7,506,352	9%	35%	26%
Washington Federal (excluding CDARS)	\$ 1,480,976	2%	35%	33%
Other				
Banker's Acceptance	\$ -	0%	10%	10%
A1/P1 Rated Commercial Paper	\$ -	0%	10%	10%
Repurchase Agreements	\$ -	0%	10%	10%
TOTAL LGIP Accounts	\$ 62,320,646	74%	75%	1%
<b><u>Per Investment Type Limits</u></b>				
US Treasury Obligations	\$ -	0%	85%	85%
US Agency	\$ 2,879,632	3%	75%	72%
Certificate of Deposit	\$ 9,473,576	11%	50%	39%
Bank Deposits: Savings & Money Market	\$ 564,153	1%	no limit	no limit
Banker's Acceptance	\$ -	0%	25%	25%
A1 / P1 Rated Commercial Paper	\$ -	0%	25%	25%
Repurchase Agreement	\$ -	0%	25%	25%
TOTAL LGIP Accounts	\$ 62,320,646	74%	75%	1%
<b><u>Performance Standards &amp; Benchmarks</u></b>				
	QTR Average	Oct 2020	Nov 2020	Dec 2020
Average Yield for City Investments	0.97%	1.14%	0.88%	0.87%
LGIP Rate	0.80%	0.91%	0.75%	0.75%
3 Month T-Bill	0.09%	0.10%	0.09%	0.09%
The general objectives of the City's investment policy, in order of priority, are: Safety, Liquidity, and Yield.				
It is the goal of the City to maintain throughout the accounting cycle a yield that is not more than 50 basis points (1/2 percent) lower than the LGIP, and is not less than 25 basis points (1/4 percent) higher than that of the 91-Day US Treasury Bill.				



The Council of the City of Grants Pass met in regular session on the above date with Mayor Bristol presiding. The following Councilors were present: DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. Also present and representing the City were City Manager Cubic, Finance Director Shults, Public Safety Director Hensman, Community Development Director Clark, Public Works Director Canady, City Attorney Bartholomew and Office Assistant Hall. Absent: City Recorder Frerk.

Mayor Bristol opened the meeting with a moment of silence followed by the Pledge of Allegiance.

#### 1. COUNCIL ACTION

- a. Resolution calling for a measure to be placed on the ballot on May 18, 2021, for renewal of current local option taxes for Public Safety.

##### RESOLUTION NO. 21-7007

Councilor DeLaGrange moved and Councilor Ogier seconded to adopt Resolution 21-7007 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The resolution was adopted.

- b. Resolution authorizing submission of the explanatory statement for the Public Safety local option tax ballot measure for the proposed renewal of current local option tax (May 18, 2021 Election).

##### RESOLUTION NO. 21-7008

Councilor DeLaGrange moved and Councilor Lovelace seconded to adopt Resolution 21-7008 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The resolution was adopted.

- c. Resolution adopting the City's Strategic Plan for 2021-2022.

##### RESOLUTION NO. 21-7009

Councilor DeLaGrange moved and Councilor Lovelace seconded to adopt Resolution 21-7009 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The resolution was adopted.

- d. Development Code Articles 14 and 30 – Adult Use and Adult Businesses.

Councilor DeLaGrange moved and Councilor Ogier seconded to direct staff to prepare an ordinance repealing the adult use regulations and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, Lovelace, Ogier, and Pell. "Nays": King and Riker. Abstain: None. Absent: None. The motion passed.

Councilor Faszer moved and Councilor DeLaGrange seconded to direct staff to prepare an ordinance to repealing the adult use regulations but retaining the marijuana-related regulations, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

## 2. APPOINTMENTS

### a. Motion appointing one member to the Housing Advisory Committee.

Councilor DeLaGrange moved and Councilor Pell seconded to postpone the appointment and request written rationale as to why the committee chose the candidate they did and the vote resulted as follows: "Ayes": DeLaGrange. "Nays": Faszer, King, Lovelace, Ogier, Pell and Riker. Abstain: None. Absent: None. The motion failed.

Councilor Faszer moved and Councilor Lovelace seconded to appoint Tom Bradbeer to the Housing Advisory Committee and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

## 3. PUBLIC COMMENT

### a. Review emails.

## 4. CONSENT AGENDA

### a. Resolution authorizing the City Manager to enter into a three-year labor contract with the International Association of Firefighters (IAFF) Local 3564.

### RESOLUTION NO. 21-7010

Councilor Faszer moved and Councilor Riker seconded to adopt Resolution 21-7010 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The resolution was adopted.

### b. Motion acknowledging the System Development Charge Annual Report for fiscal 2020.

Councilor Faszer moved and Councilor Riker seconded to acknowledge the System Development Charge Annual Report for fiscal 2020 and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- c. Motion approving the minutes of the City Council meeting of January 20, 2021.

Councilor Faszer moved and Councilor Riker seconded to approve the minutes of the City Council meeting of January 20, 2021, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- d. Motion approving the minutes of the City Council special meeting of January 25, 2021.

Councilor Faszer moved and Councilor Riker seconded to approve the minutes of the City Council special meeting of January 25, 2021, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- e. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of December 8, 2020.

Councilor Faszer moved and Councilor Riker seconded to acknowledge the minutes of the Bikeways and Walkways Committee meeting of December 8, 2020, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- f. Motion acknowledging the minutes of the Urban Area Planning Commission meeting of December 9, 2020.

Councilor Faszer moved and Councilor Riker seconded to acknowledge the minutes of the Urban Area Planning Commission meeting of December 9, 2020, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- g. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of December 14, 2020.

Councilor Faszer moved and Councilor Riker seconded to acknowledge the minutes of the Urban Tree Advisory Committee meeting of December 14, 2020, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

- h. Motion acknowledging the minutes of the Parks Advisory Committee meeting of November 12, 2020.

Councilor Faszer moved and Councilor Riker seconded to acknowledge the minutes of the Parks Advisory Committee meeting of November 12, 2020, and the vote resulted as follows: "Ayes": DeLaGrange, Faszer, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

## 5. MATTERS FROM MAYOR, COUNCIL AND STAFF



- a. Review Public Comment.
- b. Committee Motions.

### **Parks Advisory Committee**

Motion recommending Council approve the Pilot Project of Dollar Mountain.

This item is scheduled for discussion at the February 16 workshop.

- c. Council Liaison Reports.

Councilor Pell reported that the Tourism Advisory Committee made a motion to bring the parklets back to downtown. The committee also agreed that they favored a 2% increase in the Transient Lodging Tax.

Councilor King reported that the Urban Tree Advisory Committee will have nominations for heritage tree sites to bring to Council. These are trees of historical, botanical and biological significance for the city. They are also looking at the tree canopy and projects they can work on in the future.

The Collaborative Economic Development Committee discussed the recent grants of federal money that were awarded to help local businesses.

The Historical Buildings and Sites Commission passed two motions – they added three places to the landmark list, and two text amendments regarding dealing with color in the Historic District.

Councilor Faszer reported that the Housing Advisory Committee continued discussing minimum density.

The Board of County Commissioners discussed the DMO starter board and their desire to be part of that board. The US 199 Expressway Upgrade Phases 1 and 2 are complete and they are working on Phase 3. They also discussed the airport and the funds needed from the City.

Councilor Lovelace reported that the Middle Rogue Metropolitan Planning Organization discussed the bus hub and they are putting together a presentation for Council. The Oregon Metropolitan Planning Organization Consortium (OMPOC) is working on the 2024-2027 State Transportation Improvement Plan. The City received a planning assistance grant to put together the Safe Routes to School Action Plan. A \$1.7 million grant was secured for infrastructure and sidewalks in the northeast area.

Councilor DeLaGrange reported that the Rogue Valley Council of Governments will be hosting a newly-elected officials orientation meeting in March.

Councilor Riker congratulated Councilor Lovelace on her appointment as president of OMPOC.

- d. Mayor & Council Comments.

Councilor Ogier moved and Councilor Riker seconded to extend the meeting past 9 p.m. and the vote resulted as follows: "Ayes": DeLaGrange, Faszler, King, Lovelace, Ogier, Pell and Riker. "Nays": None. Abstain: None. Absent: None. The motion passed.

e. Staff Comments.

6. EXECUTIVE SESSION: None.

7. ADJOURN:

There being no further business to come before the Council, Mayor Bristol adjourned the meeting at 9:09 pm.

The ordinances, resolutions and motions contained herein, and the accompanying votes have been verified by:

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City Recorder designee



**Historical Buildings and Sites Commission  
MEETING MINUTES  
October 15, 2020 at 5:15 PM  
Council Chambers**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

City Councilor Barry Eames - Retired

**GUESTS:**

Casey Miller, co-applicant with 14K Properties  
Justin Gerlitz, Gerlitz Engineering Consultants  
George Kramer, Preserve Oregon  
Jim Love, Terrain Landscape Architecture

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of September Minutes:**  
No corrections.

**MOTION**

**Commissioner McConnell moved, and Commissioner Warren seconded the motion to approve the September 24, 2020 minutes as submitted. The vote resulted as follows:**

**“AYES”:** Chair Warren, Vice Chair Pell, Commissioners Ford, Miller, Holzinger and Richardson. **“NAYS”:** None. **Abstain:** None. **Absent:** None.

**The motion passed.**

**5. Action Items:**

a. **Presentation on Downtown Plan**

Jim Love presented the highlights of the downtown plan, which focused on additional trees, street trees, parking lot trees, streetscapes, public parking improvements, and pedestrian areas. Jim pointed out that a main area of interest to the HBSC could be the pedestrian areas in historic downtown. He talked about concepts for plazas, seating areas by the Growers Market, and redesign concepts of the Owl parking lot, while still providing for parking there. The proposed plan will not result in a loss of parking downtown. The plan is still in the conceptual stage.

Discussion about need for parking in Historic District and downtown as a whole, as well as way-finding signage.

b. **Continued Hearing review for Plan 303-00107-20 14K Properties New Residential Development.**

Commissioner Miller recused himself from the hearing as he has a financial interest in 14K Properties.

A presentation by the applicants, Casey and Nathan Miller (14K Properties) provided information requested by the HBSC at the September 24 meeting, including:

- Increased historical detail on both buildings to more closely resemble Tudor and Craftsman styles.
- Building 1 reduced in height by 3 feet.
- Graphic demonstration on maps showing how the buildings fit into the neighborhood with dimensional representations of the new structure in comparison to the neighborhood buildings.
- Graphic demonstration of how tall the buildings will appear from distances in comparison to sitting right at the sidewalks.
- Building 1 is proposed to be 36 feet, but will have a 45 foot courtyard in front of it.
- The mass of the old building (which was demolished) is larger than either of the proposed new buildings.

Discussion about the one-story small buildings on J Street and further discussion about concern over the new buildings' height, size and scale in comparison to the surrounding buildings size and heights. Compliments from several commissioners on the new designs.

#### **MOTION**

**Chair Warren moved, and Commission Pell seconded the motion to approve the 14K Properties New Residential Development as amended with changes. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, Richardson and Holzinger. "NAYS": Commissioner McConnell. Abstain: Commissioner Miller. Absent: None.**

**The motion passed.**

- c. Review and vote on updates to Article 13, 4 & 7: CLG items; and sections 13.453 (Elements of Compatibility) and 13.463 (Demolition).

Discussion about the language to use for denial of a demolition request. The Development Code does not currently have this as an option. Discussion of changing the proposed wording to include an option to allow demolition of newer buildings (less than 75 years old) that are not ranked as primary, substantial or contributing in the historical survey, and are not listed as local, state or federal landmarks. Points made against this proposal included the knowledge of the HBSC, the ability to appeal any HBSC decision to the City Council, and the concept that what is considered non-contributing now, may be valued in the future. The point was also made that if a decision is appealed to the Council, that time delay gives the public an additional opportunity to weigh in on the proposal. Clarification for the Commissioners on what criteria are used to review an application for demolition.

#### **MOTION**

**Vice Chair Pell moved, and Commissioner Holzinger seconded the motion to approve all the amendments to put in the development code as they are outlined in the meeting packet. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Holzinger. "NAYS": Commissioner Miller. Abstain: None. Absent: None.**

**The motion passed.**

Commissioner Miller noted that his "no" vote was against the demolition language, but he supports all of the CLG text amendments.

d. Conservation District Design Overlay

Staff presentation on the options for the City. New state standards require clear and objective language for all residential development. Creating those clear and objective standards will take quite a bit of work in defining styles for each of the architectural types in the area. Using subjective standards would require the creation of another Historic District. Commissioners agree to take up the topic at the November meeting.

**6. Matters from Commission Members and Staff:**

- a. Photo
- b. County Courthouse Status – Chair Warren has some information and will share at November meeting. Staff has no updates.
- c. Local Landmarks – No Updates
- d. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.
- e. Update on Museum subcommittee – discuss at next meeting.
- f. Recognition of Red Light District. No updates.

**7. Future Agenda Building for Next Meeting:**

- a. FoF for Text Amendments
- b. Strategic Planning
- c. Conservation District Design Overlay
- d. Discussion of Courthouse Demolition
- e. Update on L Street USFS compound plans
- f. Update on Museum subcommittee
- g. Recognition of Red Light District

**8. Adjourn: 7:29 pm**

**Next Meeting: November 12, 2020**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*





**Historical Buildings and Sites Commission  
MEETING MINUTES  
November 12, 2020 at 5:15 PM  
Council Chambers**

**COMMISSIONERS:**

Ward Warren (Chair)  
Rob Pell (Vice Chair)  
Virginia Ford  
Shirley Holzinger  
Arden McConnell  
Bill Richardson  
Nathan Miller

**STAFF/LIAISON MEMBERS:**

Bradley Clark – Director Community Development  
Donna Rupp – Associate Planner

**STAFF/LIAISON MEMBERS:**

Vacant

**GUESTS:**

None

1. **Roll Call** – Chair Warren called the meeting to order at 5:15 pm.
2. **Introductions**
3. **Public Comment:** None.
4. **Approval of October Minutes:**

Amendments to the October minutes were made at the beginning of the meeting and later in the meeting. The following two motions capture those changes.

The first amendment was to add to item 5.b. that the discussion regarding project number 303-00107-20 (14K properties townhouse development at 242 SW J Street) also included concern over height, size and scale of the new buildings in comparison to the surrounding buildings' size and height.

**MOTION**

Commissioner Richardson moved, and Chair Warren seconded the motion to approve the October 15, 2020 minutes, as amended. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.

**The motion passed.**

The second amendment to the minutes was to add to item 5.a., stating that the proposed new downtown plan, as presented by Jim Love, will not result in a loss of parking downtown.

**MOTION**

Chair Warren moved, and Vice Commissioner Pell seconded the motion to approve the October 15, 2020 minutes, with an additional amendment regarding the proposed downtown plan not resulting in a loss of parking. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson, Holzinger and Miller. "NAYS": None. Abstain: None. Absent: None.

**The motion passed.**

## 5. Action Items:

- a. Findings of Fact for report 303-00107-20, 14K Properties New Residential Development review.

### MOTION

**Commissioner Holzinger moved, and Commissioner Ford seconded the motion to approve the Findings of Fact for 14K Properties New Residential Development. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Holzinger. "NAYS": None. Abstain: Commissioner Miller. Absent: None.**

**The motion passed.**

- b. Strategic Planning 2021

Discussion about the goals for the HBSC for next year. A review of previous goals as presented in the packet. Brad distributed a list of current, on-going, non-land use projects. The following goals were drawn up, and are ranked in order of importance to the HBSC:

1. Parking: Add capacity within the Historic District.
2. Ongoing, timely clean-up program for Historic District to address graffiti, alleys, trash, sidewalks, leaves, trees, etc.
3. Develop a Historic Design Overlay for the area bounded by Lawnridge, Washington, A and Savage Streets.
4. Update the Local Landmarks list.
5. Identify and promote restoration and full uses of historic buildings.
6. Allocate a percentage of revenue from lodging tax for security (such as Public Safety presence) and promotion of the Historic District.
7. Establish a historic museum in Grants Pass.
8. Increase cross participation with CoPA, Tourism and other committees as appropriate.
9. Continue to implement and fund public lighting and security measures for downtown.
10. Install Applegate Trail markers within city limits.

- c. Conservation District Design Overlay

Staff presentation from October 15 included in packet. Discussion about the need for public outreach. A past newspaper article did include positive support for the design overlay in the neighborhoods outlined. Chair Warren will talk to SHPO to see if they have guidance on the best route for implementing the Conservation District Design Overlay.

## 6. Matters from Commission Members and Staff:

- a. Riverside Park – It has been added to the National Register of Historic Places.
- b. County Courthouse Status – Chair Warren said he spoke to a County Commissioner who was proposing to tear down the old, historical portion of the courthouse and replacing it with a replica. HBSC does not support this idea.
- c. Local Landmarks – Applications are in process for Croxton Park, Grants Pass Pharmacy and the Redwood Empire Sign. They will be on the December agenda for

review. Discussion about getting signature on application for the Caveman Bridge from ODOT. Donna has spoken to Larissa Rudnicki at ODOT and she will try to find out how ODOT processes this kind of request.

- d. L Street Forest Service Compound (National Registry Property) – Staff has not received any applications for development. Will keep HBSC informed of any applications.
- e. Update on Museum subcommittee – discuss at next meeting. Need a location and to find out about funding.
- f. Recognition of Red Light District. No updates – please remove from regular meeting.

**Additional Items:**

- Street clean up – is there interest in an “Adopt-a-Street” program for the Historic District?
- How are the “rummage proof” recycling and trash cans working? There is one on corner of H and 4<sup>th</sup>. Brad will ask Jason Canady about them.
- Catalog of murals downtown – is there more information on this project?
- The Welcome Center just had the roof replaced and it seems that some siding will need to be replaced. Discussion on type of material, costs and the fact that it is located in the Historic District. HBSC would like to be kept informed about the project and financial impact.

**MOTION**

**Chair Warren moved, and Commissioner McConnell seconded the motion to request that the City provide the Commission with an estimate and plan for what they want to do with the Welcome Center. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Commissioners Ford, McConnell, Richardson and Miller. “NAYS”: None. Abstain: None. Absent: Commissioner Holzinger.**

**The motion passed.**

**7. Future Agenda Building for Next Meeting:**

- a. FoF for Text Amendments
- b. Strategic Planning - review
- c. Conservation District Design Overlay
- d. Downtown clean up
- e. Catalog of murals
- f. Discussion of Courthouse Demolition
- g. Update on L Street USFS compound plans
- h. Update on Museum subcommittee

**8. Adjourn: 7:08 pm**

**Next Meeting: December 10, 2020**

*Summary minutes prepared by Donna Rupp, Associate Planner, Grants Pass Community Development.*



**COLLABORATIVE ECONOMIC DEVELOPMENT COMMITTEE**  
**Meeting Minutes – November 24, 2020 at 3:00 pm**  
**TEAMS virtual meeting only**

**Committee Members:**

Gene Merrill (Chair)  
Bryan Hawkins (Vice Chair)  
Tripp Androy –  
Shauna Bland  
Sam Engel- Absent  
Ron Goss  
Kenny Houck  
Josie Molloy- Absent  
Colene Martin- Absent  
Cameron Camp- Absent  
Bob Schaller  
Paul Lonnquist  
Kim Dickson  
Casey Alderson - Absent  
Daniel Mancuso

**Government Liaisons:**

Susan Seereiter – City Business Advocate  
Darin Fowler – County Commissioner -Absent  
Jean Ann Miles – City of Cave Junction-Absent  
Dennis Roler – City Councilor- Absent

**Guests:**

Marta Tarantsey  
Colleen Padilla  
Dennis Dreher  
Cat Bonney

**1. Roll Call**

- a. Chair Merrill started meeting at 3:06.

**2. Public Comment:**

- a. Colleen Padilla shared news of 55 million dollars will be distributed to Oregon Counties and SOREDI is advocating to administer those funds for Josephine county. An administration fee would be negotiated and SOREDI has a proven track record to get those funds out in first quarter of 2021.
- b. Marta Tarantsey shared that the allocations for Josephine County is \$1,267,478. A focus on minorities and people of color and those affected by the freeze would be encouraged to apply.
- c. Dennis Dreher with Common Connections talked about the film that was forwarded to the committee about the Innovation Hub. Looking for partnerships and maintaining engagement. A virtual event will be scheduled in early 2021. Wanted all to sign up to contact page.
- d. Cat Bonney with Common Connections reiterated what Dennis said and wished everyone a Happy Thanksgiving.

**3. Approval of Minutes:**

- a. Approval of minutes from October 6, 2020.

**Motion**

**Member Androy moved and Member Houck seconded the motion to approve the minutes from October 6, 2020 as presented. The vote resulted as follows: “AYES”:**

**Committee Members: Dickson, Hawkins, Androy, Houck, Goss, Schaller, Lonnquist and Mancuso, Chair Merrill and Vice Chair Hawkins. “NAYS”: None. Abstain: None.**

**Absent: Members Alderson, Camp, Martin, Molloy, and Engel.**

**The motion passed.**

**4. Work Session Items:**



**a. Letter to Three Rivers School District requesting TRSD membership and engagement**

- Chair Merrill explained that since he no longer represents Three Rivers Schools since July, there has been no participation or representation from the school. The purpose of the letter is to encourage active participation by appointing a representative that can engage with the group. Having an empty seat can impact the quorum.

**Motion**

**Member Houck moved and Member Lonnquist seconded the motion to accept the letter to TRSD as written and follow up with a phone call. The letter would be from the City and signed by staff liaison. The vote resulted as follows: "AYES":**

**Committee Members: Dickson, Hawkins, Androy, Houck, Goss, Schaller, Lonnquist and Mancuso, Chair Merrill and Vice Chair Hawkins. "NAYS": None. Abstain: None.**

**Absent: Members Alderson, Camp, Martin, Molloy, and Engel.**

**The motion passed.**

**b. Strategic goal setting for upcoming year**

- Chair Merrill expressed concern about not having deliverables in the past and wanted the committee to refer to the Bylaws when making decisions on goals.
- It was noted that makerspace was noted in the bylaws, as well as the Grants Pass Airport. When goals are determined they will be presented to city Council in January.
- Member Androy brought up that when the strategic plan was first established, there was different Councilors and Commissioners and the economic development focus needs to be reaffirmed by the current governing body.
- Is the mandate still what is stated in the bylaws.
- Member Houck reinforced that the body and intent needs to be reaffirmed. The workplan may have changed focus. As an advisory body, the committee cannot make decisions.
- Member Goss agreed with both Androy and Houck.
- Chair Merrill mentioned that it appears this committee is "owned" by the City which is challenging as a joint county/city advisory board. He thinks everything they do is dictated by the city.
- Staff Liaison Susan interceded that on the City workplan, there is joint effort for items such as the Grants Pass Airport and the North Valley industrial park.
- Timing is challenging with the City Council presentation coming up in January.
- Member Houck addressed the stumbling block that still exist which was the focus on the original strategic plan: that the City of Grants Pass and Josephine County needs to work together.
- There seems to be red flags that need to be addressed.
- Chair Merrill expressed concern about the representation of City Council Liaison.
- The committee desires to be recognized and valued by the governing bodies with regular meetings held as stated in the bylaws.

- It was also acknowledged that the City of Cave Junction also needs to be included in the updates.
- Member Goss agreed with Chair that the purpose of the committee is to advise both City and County.
- Chair Merrill believes there is a functional relationship between the two governing bodies. Since the bylaws are city centric, perhaps there needs to be a change to show both county and city ownership.
- There is no county counterpart staff representative as there was when the strategic plan was first formulated.
- Delegation of both city and county needs to be in place in order to be functional.
- Committee can focus on best practices.
- \*Member Houck stated that in order to begin 2021, committee is asking that the goals from the previous administration are looked at by the current administration for positive affirmation of bylaws as written and commitment to provide resources needed in terms of staffing and attention so committee can be effective. (first priority)
- Member Mancuso expressed approving highly of the new Council members coming into office, there may be set back with County and Cave Junction, however, he wants to stress the value of the group and that he is excited to be part of this group and wants to get direction from governing bodies of what the committee can work on to show their value.
- Chair Merrill asked about the concrete items such as makerspace, airport and infrastructure.
- Member Lonquist brought up the importance of infrastructure and possibly bringing in 4G and 5G. The rural community is underserved. There is no way to run a home-based business with the connectivity that is in place right now.
- Member Lonquist also brought up transportation planning and traffic safety.
- Where are the plans to improve traffic safety?
- Vice Chair Hawkins previously served on the Josephine County transportation plan and that it does have growth and community development in mind.
- Member Hawkins shared that Commissioner Fowler has been engaged with the Merlin community.
- Hawkins would like to see town hall meeting with community members. Listening sessions would be beneficial. There also needs to be engaged representation from committee to the governing bodies.
- \* Committee wants affirmation from governing bodies that they are recognized as a joint advisory body and requests that governing bodies actively seek recommendations from this committee.
- Member Mancuso suggested more public comment at regular BCC meetings including Grants Pass City Council and Cave Junction City Council.
- Member Goss asked that governing bodies define what specific actions they would like the committee to undertake. More alignment is needed.
- Chair Merrill mentioned that Mayor Lindsey did acknowledge that sometimes recommendations are made that do not fit in with the Council plan, it does not mean they are not heard and valued.
- \*Grants Pass Airport funding (second priority)
- \*Rural area engagement (third priority)

- Innovation Hub/Makerspace was brought up by Chair as a potential goal as it is identified in the bylaws. It will be difficult to get off the ground.

**6. Information Sharing:**

- Items from Committee Members
  - Member Houck shared that the Boys and Girls Club will be leasing the Kerby Belt Building. They are moving operation for Lorne Burn to the Kerby location. Masonic Lodge gifted this to RCC and must use it as an educational facility and cannot sell it.
- Items from Councilors and Commissioner
  - None
- Items from Staff
  - None

**7. Future Agenda Building for Next Meeting:**

- RCC update
- Innovation Hub

**8. Adjournment:**

- Meeting adjourned at 4:48 pm

**Next scheduled meeting: December 22, 2020**

*Minutes prepared by Susan Seereiter, City Staff Liaison.*

**COMMITTEE ON PUBLIC ART**  
**Meeting Minutes – December 8, 2020 at 5:30 pm**  
**City Council Chambers**

**Committee Members:**

Sulaiha McDougall (Chair)  
Larry Evans (Vice Chair)  
Cynthia Charat  
Cal Kenney  
Dennis Hatch  
Michael Holzinger – By Phone  
Robyn Lofing-Dean  
Deanna Morse – By Phone  
Michelle O'Brien - Absent

**City/Staff/Council Liaisons:**

Susan Seereiter (Business Advocate)  
Valerie Lovelace (City Council)

1. **Roll Call:** Chair McDougall called the meeting to order at 5:33.
2. **Introductions:** None
3. **Public Comment:** None
4. **Approval of Minutes:** November 3, 2020

**MOTION/VOTE**

Vice Chair Evans moved, and Member Hatch seconded the motion to approve the minutes from November 3, 2020. The vote resulted as follows: "AYES": Chair McDougall, Vice-Chair Evans, Members Morse, Holzinger, Lofing-Dean, Charat, Hatch and Kenney. "NAYS": None. Absent: O'Brien.  
The motion passed.

5. **Action Items:**

- a. Review and recommend 3 applicants for committee

**MOTION/VOTE**

Member Kenney moved, and Member Hatch seconded the motion to accept and recommend Michael Holzinger, Deanna Morse, and Sulaiha McDougall re-appointment. The vote resulted as follows: "AYES": Chair McDougall, Vice-Chair Evans, Members Morse, Holzinger, Lofing-Dean, Charat, Hatch and Kenney. "NAYS": None. Absent: O'Brien.  
The motion passed.

b. Art in Motion Artist Selection 2021

- Committee reviewed a total of 12 different artist
- Committee deliberated and voted for top 6 artist
- Committee narrowed down final art picks with two alternatives if their selections are not approved by sponsors
- Jan-June 2021 winners- Eve Chandler and Pravina McClure
- July-Dec 2021 winners- Carolyn Patten and David Tiedmann

**6. Subcommittee Updates:**

- Facilities; Members Hatch and Evans identified 4 art pieces that need repair
- Gold Miner in need of a new hand and recommended that the platform miner sits on should be raised.
- Mural of Victorian Couple between 7<sup>th</sup> and 8<sup>th</sup> faded
- Owl Mural in Owl parking lot faded
- Grasshopper in Grower's Market lot missing pieces, suggested adding camera

**7. Matters from Committee Members and Staff:**

**MOTION/VOTE**

**Vice Chair Evans moved, and Member Hatch seconded the motion to recommend cancelling January CoPA Meeting. The vote resulted as follows: "AYES": Chair McDougall, Vice-Chair Evans, Members Lofing-Dean, Charat, and Hatch. "Abstain" Members Kenney and Morse. "NAYS": Member Holzinger Absent: O'Brien.  
The motion passed.**

**8. Future Agenda Building for Next Meeting**

- a. Steven Sabel tourism activity update.
- b. Art Box grant

**9. Adjournment**

- a. Meeting adjourned at 7:12 pm.

**Next meeting date:** February 9, 2021 at 5:30 pm in the City Council Chambers

*Minutes prepared by Susan Seereiter, City Staff Liaison.*

**TOURISM ADVISORY COMMITTEE**  
**Meeting Minutes – January 5, 2021 at 4:00 pm**  
**City Council Chambers**

**Committee Members:**

Doug Bradley (Chair)  
Terry Hopkins (Vice Chair)  
Barb Hochberg  
Tamara Bushnell  
Wynnis Grow – by phone  
Sara Bristol  
Rebecca Anderson  
Lany Sullivan  
Mandi DelVaglio

**City/Staff/Chamber/Council Liaisons:**

Susan Seereiter (City Business Advocate)  
DJ Faszter (City Councilor) - Absent  
Josie Molloy (Chamber Liaison)  
Darin Fowler (County Liaison)  
Adam Shults

**Guests:**

Brad Niva  
Mayor Sara Bristol

**1. Roll Call**

- a. Chair Bradley called meeting to order at 4 PM

**2. Introductions:**

- a. None

**3. Public Comment:**

- a. Mayor Bristol wanted to thank the committee and let them know how much she enjoyed being on the committee and participating and working with each one of them.

**4. Approval of Minutes:**

- a. Approval of minutes from December 1, 2020.

**Motion**

**Member DelVaglio moved, and Member Sullivan seconded the motion to approve the December 1, 2020 minutes, as submitted. The vote resulted as follows: "AYES": Chair Bradley, Vice Chair Hopkins, Members Hochberg, Bristol, Sullivan, Grow, Bushnell and DelVaglio. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

**5. Work Session Items:**

**a. Tourism Budget Q and A (Adam Shults)**

- Adam provided handouts to the committee of the most recent quarterly transient lodging tax report and reviewed the pages with the committee.
- In addition to the quarterly report, and thanks to the committee's recommendation, there is now a monthly report of current information to help gauge the value and effect of events and other circumstances that might affect tourism such as fires and pandemics.
- Adam thoroughly reviewed each section of the report and answered all of the committee's questions.

**b. Tourism Update**

- The committee was proved with the most current update from Steven Sabel via written report for November 2020.

**c. Committee Applications**

- Only two applications were received so another posting is necessary.
- The Committee members thought there might be confusion since there is now a Starter Board for the DMO and the Tourism Advisory Board.
- There was a suggestion to hold off on replacing Sara Bristol.



**d. DMO Starter Board update**

- The board is meeting frequently, and the bylaws have been updated.

**e. Recommendation/Appointments for Chair and Vice-Chair**

**Motion**

**Member Sullivan moved, and Member Anderson seconded the motion for Doug Bradley to remain as Chair and Terry Hopkins to remain as Vice-Chair. The vote resulted as follows: "AYES": Chair Bradley, Vice Chair Hopkins, Members Hochberg, Bristol, Sullivan, Grow, Bushnell and DeIVaglio. "NAYS": None. Abstain: None. Absent: None. The motion passed.**

**6. Information Sharing**

- Susan shared the successful grant that the City and County delivered \$275K with the help of SBDC and IVCDO.
- Commissioner Fowler reiterated the success of City and County working together to get this grant funds to 159 small businesses.
- Josie shared that the US Chamber has a link to legislature to "Save our Mainstreet" encouraging the legislature to reopen businesses.
- Josie also shared there is free PPE available at the Visitor Center and Welcome Center.
- Chamber is promoting restaurants offering take out and outdoor dining. There is also an opening for Business Manager, Sue Brown is retiring after 20 years of service.
- The Downtown Association meeting will be forthcoming.

**7. Future Agenda Building for Next Meeting:**

- Update from Starter Board
- One Rogue Valley SOREDI CEDS strategic Plan
- Downtown Association progress
- Josephine County Fairgrounds
- Grants Pass Downs/Racino

**8. Adjournment:**

- Meeting adjourned at 4:51 pm

**Next scheduled meeting: February 2, 2021**

*Minutes prepared by Susan Seereiter, City Staff Liaison.*

**URBAN AREA PLANNING COMMISSION**  
**Meeting Minutes – January 13, 2021 at 6:00 P.M.**  
**Council Chambers**

**COMMISSIONERS:**

Jim Coulter (Chair)  
Eric Heesacker (Vice Chair)  
Loree Arthur  
Jennifer Aviles - Late  
Mark Collier  
Susan Tokarz-Krauss  
L. Ward Nelson  
Vacant

**City/Staff/Council Liaisons:**

Bradley Clark, (CD Director)  
Jason Maki (Assistant Planner)  
Donna Rupp (Associate Planner)  
Ryan Nolan (Contract Principal Planner)  
Dennis Lewis (Contract Senior Planner)

**Guests:**

Micah Horwitz, ODOT  
Mark Cross, Rhine-Cross Group, LLC  
Ryan Cross, Rhine-Cross Group, LLC  
Gerald Peckham, Citizen  
Joelle Aneeman, Citizen  
Ryan Nolan, Contract Planner, Rogue Valley  
Council of Governments  
Dan Carpenter, Citizen  
Paul McClay, Attorney, Foster Denman.

Hey, Micah. This is Jason. Are you able to hear us?

Yes, I can. Thank you, Jason.

Interesting. Micah joined us. Yup

The Urban Area Planning Commission will now come to order. The time is 6:02. Date is January 13, 2021. Roll call. I'm here. Vice Chair Heesacker?

Here.

Commissioner Arthur?

Here.

Commissioner Collier.

Here.

Commissioner Aviles? Not here. Commissioner Tokarz-Krauss?

Here.

Commissioner Nelson?

Present.

Okay. We have six out of seven. We have enough members to constitute a quorum. We will now move past introductions to public comment. This is an opportunity for the public to address the Commission on items not related, not related, to a public hearing or action item that's on this agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Commission as one body, not to individuals. The Commission may consider items brought up during this time later in our agenda during matters from Commission members and staff.

Next, we'll move to approval of minutes. Are there any corrections to the December 9th, 2020, minutes?

Nelson would move approval of the minutes.

What was that?

Nelson would move approval of the minutes.

Okay. Motion?

Heesacker will second.

I have a motion on the floor to approve the minutes for December 9th, 2020. And we have a second. All those in favor signify by saying "aye".

Aye.

Aye.

Aye.

Closed.

#### **MOTION/VOTE**

**Commissioner Nelson moved and Vice Chair Heesacker seconded the motion to approve the December 9, 2020 minutes, as submitted. The vote resulted as follows: "AYES": Vice Chair Coulter, Chair Heesacker and Commissioners Arthur, Collier, Tokarz-Krauss, and Nelson. "NAYS": None. Abstain: None. Absent: Commissioner Aviles.  
The motion passed.**

No findings of fact.

We have three public hearings tonight. The first one will be, should be pretty short. It is hearing number 402-00105-20, zone amendment. And it's a continuing public hearing. Director Clark?

Evening Commission, Bradley Clark with community development. We forwarded you an email yesterday that included the letter that staff forwarded to Oregon Department of Transportation (ODOT). And just so you know, we actually do have Micah Horwitz who was with the Oregon Department of Transportation attending via phone tonight.

Jennifer Aviles.

Is now joining.

Hello?

Hi Jennifer. We got you on board. Thank you.

Oh, great. Thank you.

So as you may recall, we had received a letter dated October 26 from Oregon Department of Transportation related to this urban growth boundary rezone, identifying a number of concerns. I forwarded a memo or a letter back to them December 31st, and we have a conference call set up between Aaron Cubic, the City manager, Mark Bartholomew, the City Attorney and myself with ODOT staff next Friday, January 22nd to kind of walk through some of those specific topics that are addressed in the letter that I sent yesterday.

Staff's request is that the Commission allow this conversation to continue forward rather than taking any action, just so that we can bring to you hopefully some sort of resolution to that. Or at least, staff's recommended steps on how to move forward with that urban growth rezone. Given that, our recommendation from staff would be to just continue the hearing again to a date certain. Of course, that's up to the Commission. We meet next Friday. Of course, we probably will have some other topics and things that come out of that. But just to sort of keep it alive rather than going too far out, we'd probably recommend your second meeting in February, which if I'm not mistaken is February 24. 24?

It is, yeah.

So that's the staff update on that application.

Comments, questions? Thank you, Mr. Director.

You bet.

Okay. Any comments, questions? I think then that based on the new progress that we're seeing, one of you might want to make a motion to continue it to February 24th. Seems to make sense to me.

This is Heesacker. I will make that motion that we continue this item 40200105-20 zone map amendment continue the public hearing to a date certain of February 24th.

Nelson will second.

Okay, we have a motion on the floor to do the zone map amendment and continue the hearing till February 24th. All those in favor, signify by saying "aye".

Aye.

Aye.

Aye.

Opposed? Abstentions? Okay.

#### **MOTION/VOTE**

**Commissioner Nelson moved and Vice Chair Heesacker seconded the motion to continue the public hearing for the Zone Map Amendment to February 24, 2021. The vote resulted as follows: "AYES": Vice Chair Coulter, Chair Heesacker and Commissioners Arthur, Aviles, Collier, Tokarz-Krauss, and Nelson. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

Next legal public hearing is... Oh, by the way that motion did approve. Did pass. The next public hearing is 104-00134-20/301... This is another application number 30100138-20. I forget which one is for the major variance, but we'll get there.

Let me read my script. This time I will open up the public... Oh, we'll open the public hearing to consider an application filed by the owner is Prestigious Homes, Construction Incorporated. Engineering is Ryan Cross Group, LLC. This application is for a 17-lot residential subdivision with major variance for intersection spacing for the proposed private street in the R2 zoning district. Okay. The decision on a subdivision must be based on the criteria provided in section 17.413. First, we will have the hearing on the major variance, which... We'll make the vote on the major variance first, which must be based on the criteria provided in section 6.060.

Is there anyone present who wishes to challenge the authority of the Urban Area Planning Commission to hear this matter? Seeing none. Do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Okay.

I have a question.

I'll let you ask that question ma'am.

[inaudible 00:08:56].

Why don't you, let's do it this way. Come to the mic. I don't normally do this, but I'm going to let you do it this time.

Thank you [inaudible 00:09:07].

That's okay. We'll get you through it. Come to the mic and... Is it on? Okay, give us your name and your address for the record.

Okay. It's Joelle Aneeman and I live on 1026 Archcourt Drive, Archcourt. I believe number B is in regards to the subdivision where they want to build 17 homes.

Okay. Now I want to, the only thing I'm going to ask you here is, do you have an objection? Because I noticed you were kind of wondering about that. It looked like to me anyway, on the authority of the Commission to hear this matter. That's the only thing I'm going to ask you is if you have, you wish to challenge our authority to have this hearing?

No, I don't challenge your hearing.

Okay, then you'll have an opportunity to speak later.

Okay. I just wanted to make sure I wasn't missing my opportunity.

You're not.

Okay, thank you.

You bet. Okay, I'll ask it again. I think I got an answer but let me ask it again. Do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Nope. Are there any Commissioners who wish to disclose discussions, contacts, biases, or other ex- parte information they received prior to this meeting regarding the application? Seeing none.

In this hearing, the decision of the Commission will be based upon specific criteria, which are set forth in the development code. All testimony, which apply in this case are noted in the staff report. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties, and opportunity to respond to the issue, you will not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with the staff report.

Good evening Commissioners, I'm Jason Maki. I'm an assistant planner in the Community Development Department. I'm going to be presenting the staff report for project number 1040013420 and 1030013820. The South River Meadows subdivision with major variance.

Jason, which one of those is the project number is for the variance? Is the 301.

Yes, that's correct.

Okay. Thank you.

The area for the development proposal is on two properties. One located at 2883, and one located at 2911 Leonard Road. There are several frontages for the two properties. These two pictures here looking from Leonard Road to the South. This driveway here is for the flag lot of lot 5 as described in the tentative plan. And this picture here to my right is 2911 Leonard Road, the larger of the two properties. This picture here is looking West on Naples Drive, which is a improved City street with a dead end. And this picture here to my right is looking East on Naples Drive, which is a county road that essentially acts as a dead-end street.

So, just some general site details... Tax lot 2,600 is just a little over one acre. Tax lot 2,900 is just slightly under three acres for a total of 4.18 acres total. Both lots are located in the urban growth boundary, both zoned with R2 zoning designation, which allows for 5,000 square foot minimum lot size. Both lots are located in the Grants Pass irrigation district.

There is a rather large wetland area that kind of cuts through the property. The applicant has provided a wetland delineation, which can be found on page 57 of the packet. Any possible permits that would be required by division of state lands, would be required to be submitted to us as part of a development permit.

There's two applications, one for the subdivision tentative plan, and one for the major variance for street alignment. The subdivision is proposing 17 residential lots and the developer is proposing to split the subdivision into two project phases. Phase one will consist of lots 1 through 5, and the construction of a proposed street, and frontage improvements along Leonard Road.

Phase two will include lots 6 through 17 and the extension of Naples Drive. The applicant's tentative plan can be found on page 34 of the packet.

It's a little difficult to capture these in the slide show, but I have the tentative plan displayed there for the subdivision.

The major variance request is in relation to section 27.121, subsection 4. That standard is as far as practical streets shall be dedicated and constructed in alignment with existing streets by continuing the center line there of where staggered or T intersections are unavoidable. The minimum distance between intersection center line shall be 260 feet. Currently the street layout of Tanager Way and Skylark Lane, put the center line of the proposed private street in a location less than 260 feet. So the applicant's proposing a variance to that standard.

The applicant has provided a response found on page 47. The summary of that is; there's some unique physical characteristics of the boundary of the property that prevent a different design. There's an existing development pattern. And staff responses... Staff has found that the applicant has met the criteria required to approve a variance for street alignment based on the previously established roadway layout and existing lot configuration.

We also looked for the City engineer's comment to get his take on whether or not he would recommend approval of the variance. He did not have a concern, and his specific comment can be found on page 54.

We did receive some public comment. One formal written comment prior to tonight's meeting from the property owners at 1141 Darneille Lane. I referenced earlier that there's a section of Southwest Naples under County jurisdiction. It's a little bit of an out-of-the-ordinary situation. It's only a half street right of way dedication. In order to make that a full street right of way, it would require the property owner at 1141 Darneille Lane to dedicate that right of way. As part of this application approval, we can't require them to dedicate that right of way at this time. It would be future development of that lot that that could be required. Their concern is that they don't want something, a condition of approval as part of the hearing tonight, to impact them having to dedicate any right of way or having the street go through all the way out to Darneille is their general concern.



Well, I don't think we have, that being accounting, we don't have the authority-

Right, it doesn't apply to the criteria.

...To do a conditional approval anyway.

Does that half street exist or is it just on paper?

No, it's just on paper. There is a paved existing driveway? As I understand it, it's under the county's jurisdiction. It's a property owner-maintained driveway, but it is dedicated right away for public use.

So, it could serve as an emergency exit if needed.

Right, and I'm going to get to a bullet point on the third bullet point here, where that's also been kind of addressed as a concern.

So the second bullet point... I did have just sort of some anecdotal conversations with people at the counter that didn't really rise to the level of a formal written comment. But there was some concern that Southwest Archcourt, which is the street that connects off of Leonard and then connects to Naples Drive, which is being proposed to be extended, is currently a half street improvement. The trip count is going to increase on that half street, current existing half street road. It does seem like a valid concern, but there's nothing in the development code that gives us a tool to require something different along that road. Again, we did bring it to the attention of the City engineer and his comment back was that in, from a public work standpoint, they don't have any comment or concern.

The third one is there has been some questions around what's described as a barricade at the end of the extension of Southwest Naples Drive, and whether or not that can be used for an emergency access. At this point, it's not proposed that way. Again, the development code doesn't give us a tool to specifically require it. It wasn't addressed as a concern by public safety in their comments. They did make a comment to the design of the turnaround at the end of the dead-end street. But again, nothing that's a tool for them to require that that dead end be allowed for emergency access use.

I usually like to call out maybe sort of out of the ordinary A-list conditions. For the most part, it was a really complete application and most of the A-list conditions are just pretty standard language. There is one that's a condition of approval under phase two, and that's in relation to the design of the turnaround that I spoke to at the end of Southwest Naples. As it's described on the current tentative plan, it would not be to standard. So, public safety's comments provided some different design types that could be constructed. One of the conditions of approval is that the applicant provide us with a revised tentative plan that shows a turnaround at the end of Southwest Naples that meets the public safety standard.

Possible revisions to the staff report. Well, I suppose the first one's possible. If the planning Commission was to deny the variance, an A-list condition would be to provide staff with a revised tentative plan that meets the standard of section 27121 subsection 4, which is the Street Alignment Standard.

And then there is a typo on page 22 of the packet in paragraph three. It references exhibit 10, but really it should be referencing exhibit 13. Exhibit 10 is the Service and Annexation Agreement that will be required for this project, but the paragraph is in relation to the public safety comments.

Where was this located? I see exhibit 11 [crosstalk 00:24:05]. Oh, I see. Mm-hmm (affirmative).

[inaudible 00:24:18]

This is Commissioner Aviles. I just had a quick question. Is the staff presentation over and are we open for questions to staff, or is it still continuing?

It's still continuing.

Okay, thank you.

I have just one more slide. Staff recommends the planning Commission approve the major variance based on the criteria found in section 6.060, and staff also recommends the planning Commission approve the tentative plan for Southview subdivision with the conditions listed in the staff report, based on the criteria found in section 17.413. Ending any questions for me, that's my pre-

Any questions for me? That's my presentation.

Commissioner Nelson?

I have a question.

I'll get to you in a minute, Commissioner Aviles, I've got Commissioner Nelson first.

Thank you.

Jason, we talked yesterday, and you were going to have some discussions with the City engineer in regards to the name of the street. I still have-

Is your mic on?

Yeah, it's on.

Oh...

I had some concern with the safety, with the barricade that's not available for emergency vehicles with two streets with the same name.

I did have several conversations. Public Safety didn't seem to have a concern. They spent some time looking at it and got back to me. I think they felt their concerns were met with the turnaround design at the end of southwest Naples. I did, anecdotally, have the conversation about changing the name or the possibility of changing the name. I think one of the possible

concerns is we just don't really have a tool at the staff level in the development code to require, especially, given the fact that we don't have a comment from Public Safety that's addressing it as a concern specifically.

So, staff and the fire department, police, et cetera, are all comfortable with the barricade?

Right.

Hey, Commissioner Aviles?

Yeah. I just had a quick question regarding the square footage of units one through five. Can we get the square footage on those units? Is that available?

We don't require the future development. Let me just see if it's specifically called out.

Sure. I see in one document that there's a mention of like the range, which is 5,029 square feet to 21,908 square footage. So, I have a question for the applicant, which I'll save for them, but I was just curious on the square footage around this first few lots in phase one. Because this is an R2 zoning area, I just wanted to peek at where we were in terms of meeting some of those zoning. I know they're not requirements or mandatory minimums, but at least just like in the ballpark, so that's why I was asking for the square footage. If we don't have it, or if it's not required data that we would have, that's understandable. But I was just curious.

It's a good observation. We don't require a certain square footage of a future building. And we, as you mentioned, don't have a minimum density requirement for the zone. The proposal is to develop single-family residential homes.

Okay. Thank you.

Commissioner Nelson?

Yeah, follow up was... one of my questions was why then was the staff response that you do not require a development plan for R2 zone?

It's not required that the applicant submit a future building plan that's approved as part of this application. The buildings would be reviewed at the time of a building permit.

But it would still remain R2, then, individual lot owners or whoever buys the property would then...

Correct, yeah.

... the zoning of R2?

Mm-hmm (affirmative)

Are there any other questions or comments? Okay, seeing none. Thank you, sir.

Will the applicant, please, come forward and make their presentation?

Is it okay to take my mask off or can you guys hear-

You can take your mask off. You're far enough away.

And I'm from Klamath County, so I just wanted to ask.

You can take it off and address... Or name and address for the record, please.

Yep. My name is Mark Cross with Rhine-Cross Group. Our address is 112 North 5th Street, Klamath Falls, Oregon 97601.

Thank you, chair. Thank you Commissioners for allowing us to be here tonight, to present this. Thank you, Jason, for the presentation. I always like to add in kind of the reason why we have a layout like what you're seeing tonight. This development is really laid out to try to avoid the wetlands, the existing wetlands. It kind of creates some odd-shaped lots and some odd sizes of lots, but we just felt that that was the best course of action to try to avoid those wetlands, to the greatest extent possible, and that's also one of the reasons we needed to apply for the variance. You'll notice that the majority of the property is separated by that wetland, and that private street access to the north there was to try to not have a wetland crossing with an access road.

Also, this layout is an attempt to connect to the existing stub roads, Naples Drive, specifically, from the east and west. We understand the concerns with Naples on the west side. We're actually willing to consider an emergency gate, and we were not sure that would be an option to even put that. So, we'd definitely be willing to consider that, the applicant's definitely willing to consider that if everybody's in agreement with it. He thinks it's a good idea as well. So, I just wanted to throw that out there.

I guess we can... You guys can't force us to, but maybe we can propose that tonight, that we would be willing to construct that, if public works and everybody else is okay with it.

Well, I appreciate that, sir, that you would come forward and make the recommendation. We certainly are going to consider it.

The reason we didn't do that is, in early discussions with that property owner, they didn't want any sort of access at all on that private drive...

Oh, okay.

... because...

Got you.

... it is a public right of way, but it's a privately maintained road.

But it's... Yeah. Okay.

And so, to me, I...

I withdraw my comment.

Right. That's why we didn't want to get into that if we can use that or not. I suppose if it's a private roadway, they have more say than any of us do.

But we don't have any authority whatsoever to act on anything that's on county property.

Right. So, the phasing is also kind of a result of the wetlands. We're actually avoiding all the wetlands with our layout of improvements. However, Naples Drive is going to cross a ditch, which is considered waters of the state, and that still requires us to get a permit through DSL to do that. That's going to take some time. And so, the reason for the phasing is to try to be able to develop lots one through five in a quicker manner than the rest of the subdivision.

So, all of our utilities and access will be coming from Naples Drive to the east. We won't plan on any sort of utility or any disturbance of Naples Drive to the west, just because of that private nature of that roadway. I think there was a question about square footage. I thought she was asking if we had square footage of the lots and those are on there, but yeah, we don't have any square footages of homes planned at this time. But it will be planned for single family. And with that, I'm available for questions.

Yes. I'm wondering how lot four is buildable.

So, whenever I do a layout like this, we do a 50-foot radius circle and place that on the lot. I know it seems small, but there's actually... If you look on kind of the east side of lot four, there's actually plenty of room. So, that house will kind of be set back in that back corner.

What is your riparian setback? Does that have a riparian setback on that or not?

No, it won't.

No, it doesn't? Okay.

Maybe Commissioner Aviles, do you have any questions, comments for the applicant?

No, thank you.

Okay. And nobody else does? Commissioner Arthur?

Yeah. The Public Safety submitted those various alternatives for hammerhead turnarounds and so on. Did you want to address that issue?

Yeah, we don't have an issue with working with them to provide one of those options. I've done a layout similar to what I'm showing on the tentative plan and had that approved in other jurisdictions, so, I was kind of surprised to see that-

So, what's shown here? I don't see a turnaround.

So, if you see, there's a fairly large easement on lot 10, and that, if you combine that easement with the public roadway, you can form a hammerhead that meets the standards of the fire code within that-

I'm looking on page 34.

Page 33 is what I'm looking at.

Exhibit three. Is that the wrong one to be looking at?

33 is the...

33. Well, I don't see. Well, west side doesn't belong to them.

Do you see it there? So, if you can picture a hammerhead formed by the public street and kind of the hammerhead up into there... I've had that approved by other jurisdictions before. Like I said, it's just one of those, to me, a preference thing. We don't have an issue with either doing a different sort of hammerhead, or a temporary cul-de-sac at the end.

I was wondering if that was a choice, because that makes sense, that lot doesn't need the full length of the drive area.

Right. It's almost 200-feet long, you know.

Any other questions or comments for the applicant?

Thank you, sir.

Thank you. This part is for public comment. Is there anyone who would like to speak about the application? Yes, sir. Please come forward to the podium here.

I need your name and record for the, or address for the record, sir?

Yes. Dan Carpenter, 1066 Southwest Arch Court.

Okay. I talked to Jason last week and I wrote up some comments, and you can have these for the record, if you'd like, but I'll try to be as brief and fast as I can because I know I only have like three minutes.

Again, I went over some of this stuff, but we have a safety concern on the southwest Naples Drive proposed dead end. The proposal shows a barricade at the end of the applicant's property to the west. According to your section 271223 page 22, dead end streets... This is a quote. "Dead end streets shall be limited, unless they're impractical due to constraints." You assert on page 22 of the staff report that the constraint is, "Insufficient right of way width western subject parcel boundary." My question is how is that width any different than the narrow Arch Court street width that's proposed for egress? The applicant proposes to build 11 residents along the southwest Naples Drive, 11 homes plus eight homes of Arch Court is 19. When you do the math on that for your trip count, you're going to have about 125% increase from what is current.

Further, currently, the left turn onto Leonard Road from Arch Court is dangerous due to a fence construction on the east side of the road of the street, and also, a tree, a blocking tree. Vehicles turning left on Leonard from Arch Court must be halfway in the eastbound lane before vehicles are visible from the west. Also, your report further states on page 22, public safety has reviewed the connection of southwest Naples and requires a continuation through Naples Drive county road. That was the first alternative. Or an emergency, installation of emergency turnaround. The first choice was continued through, and again, it's being ignored. As a further question, why is the City extending the urban growth boundary only during applicant's new construction?

This approach has led into a chopped-up City boundary, chopped up public roads and creating safety issues that are not in our interest. So, we agree with public safety that Naples should be extended to the west for safety reasons. A second point real quick is just on noise and dust abatement. I don't see any mention in the report, the staff report. We'd like to see the City standards for noise and dust abatement follow during construction. My third point is a sidewalk improvements on Leonard Road. We think those are good, but they're not good enough. There's going to be two properties that are about 150-foot of width that will not have sidewalk build out. Without this build-out, there's still going to be a piece there, many pedestrians including adults and children's walk along here and with dogs, is they're walking down toward the school, a lot of them. With residents in progress, there will, no doubt, be more pedestrians. We failed to see why the City can't complete that section of sidewalk.

And my fourth point is a cumulative effect. It's an area of traffic affect from collector roads and the main roads from this subdivision and the other subdivision you're looking at tonight, down there by Waterstone, there's a... the other named one there. But anyways, the particular interest is that Darneille Lane and Redwood Avenue intersection, that's the main road route over to the Redwood Highway, and a lot of people use these intersections. We walk across this intersection with our dog almost every day, and most people don't even slow down, let alone, stop. Many people are going between 45 and 50 when they're coming through there, and they just keep coming. With the South Rivers Meadows development and the Summerfield North, which is going to be about 55 more houses, just a short distance away, there'll probably be an increase of about more than a hundred to 200 cars a day more at that intersection. For pedestrian safety, we recommend either a traffic light, a four way stop or a ladder crosswalk, caution lights similar to what we have at Redmond Elementary. Thank you.

Thank you, sir. Want these notes? I might ask [inaudible 00:41:05]

Is there anyone else who would like to speak about the application? Yes, ma'am. Come forward. Again, I need your name and record for the, or address for the record.

Okay. Joellen Neiman at 1026 Arch Court. Our concern, again, is by not having the road Naples all the way through, you're directing all the traffic down Naples to Arch Court. And we don't have a two-lane street and having that much more volume going down that street is just not a good safety. I understand, I guess your hands are tied because you don't work with the county in regards to this, but to prove it, I feel that you need to work with the county and put the road straight through. So, half the traffic goes down to Darneille and some of it will come down and go down Arch. That's just my comment.

All right. Thank you, ma'am. Appreciate that. Is there anyone else who would like to speak about the application?



Yes.

All right.

Hi, I'm coming remotely. My name is Paul McClay. I'm an attorney with Foster Denman.

Oh, we have somebody in the queue. We need your name and... I didn't hear-

This is Paul... I'm sorry. Can you hear me now?

Yeah. Just your name and your address for the record.

Paul McClay, 3521 East Barnett Road, Medford, Oregon 97504.

Okay. Thank you, sir. Go ahead.

I represent Jerry and Cathy Peckham who live at 1141 Darneille Lane, which is the property just south of the western portion of Naples Drive, which seems to be the hot button issue here tonight. And so, my clients have no objection... Yeah, right where the arrow was. My clients have no objection to the plan as shown on this tentative subdivision plan, which is page 33 of the packet. The only objection they would have would be any requirement or condition that would require the use or development of any portion of their property, either as a result of the expansion of southwest Naples or any further build-out on southwest Naples. I understand that that appears to be outside the jurisdiction of this Commission tonight, but they would object to any expansion that requires them to give up a portion of the northern portion of their property for expansion.

And I know it was brought up earlier with respects to gates or barriers, and they said that they would prefer the knock over barrier for the emergency access would be the preferred, I guess, passage through in the event of an emergency.

That would be all I have, is just to indicate that the only objection would be any condition or requirement regarding southwest Naples drive to the west of the development being expanded in a manner that would go on to their property or would require development or use of their property. Thank you.

Thank you, sir. I got caught on that with somebody in the public queue. The first time I don't ask the question, it happens. Is there anybody else in the public queue that wishes to speak concerning the application?

Okay. Is there anyone else in the audience that wishes to speak, and you can't do it twice, but anybody else that wishes to speak on the application?

Okay. Public comment period is closed at this particular point. Does the applicant have any final comments?

So, Mark Cross again. I think you kind of hear the dilemma we're kind of into, at the same time, we have some neighbors that want the true road and some neighbors that don't, and as stated, we don't have the authority as a developer or Jason, developer to require any dedication of any

property from a neighbor. That would also be true for the comment on the sidewalk along the north road there. You know, to be able to build that sidewalk out for that 150 feet would require dedication of some private property, and we don't have the ability to make that happen.

And there was one comment about the width on Naples. It's interesting that Naples Street half width, I call it a half width, it's a 30-foot right of away. And if you go measure the pavement, it's barely 20, or 18 to 20 feet wide, kind of varies. The halfwidth of Arch Court is different. I call that a three-quarter street, that actually has curb sidewalk on one side and 20-feet of asphalt width on it. So, there is a little bit of a difference between the two roads. I think that was it.

Thank you, sir.

Thank you.

Does the staff have-

I have a question of Mr. Cross. Is that okay?

Yes, you do. I appreciate that.

Could you clarify for me, Mr. Cross, these neighbors who live south of west Naples, are they opposed to emergency access only?

It sounded like from their attorney's statement that...

It's still out of the jurisdiction for us to decide tonight.

Understood.

Go.

Thank you.

Thank you.

Thank you, sir. Does staff have any final comments?

This is Brad Clark. Just to clarify, Mr. Chair, your point about not jurisdiction, you do have jurisdiction tonight on the applicant's side of Naples...

Right. Right.

... which would be a location that an emergency barrier could be constructed. I just wanted to clarify that.

Right. Okay. Thank you. Sorry about that.

Can we ask other questions of staff?

Yes.

Okay.

Technical questions. Yeah.

This jurisdiction thing is not clear to me. The area on the west side is in the urban growth boundary. Isn't it? We're not saying that it's county road because it's in the county not City. Okay.

That's correct.

So, it's just because it hasn't been turned over for City upkeep yet. Is that...

Correct.

... the status? Okay. But the north side, north half of Naples, they're on the west side, it's now the driveway to the last lot, I guess. You said that was public right of way, right?

Correct. There is a portion, a half street right of way dedication.

Right.

So there's not enough right of way dedication to allow for a full extension of the street.

But it would allow for a bollard at the end of the hammerhead?

It is possible, yes.

For exit only, emergency exit only on the north side?

Correct.

One-way traffic that way. Okay. Okay, another process question. We are approving only the detail of... Well, not even the detail, this is just the tentative plan. The people who are concerned about the traffic that would be coming down to lots 11 through, or 10 through 17... No, wait a minute. Seven through 17, everything on the south side of the wetland-

On the southside of the wetland, that is not up for approval tonight, the building of it. And at whatever time phase two would be developed, there would be plenty of opportunity to come in and talk about traffic, whatever might be needed on Arch Court. Is that correct at that point in time, some year in the future?

No Commissioner, that's not correct. You have before you tonight, the entire tentative plan for all 17 lots, the code allows them to phase tentative plans, right?

So they don't have to come back for phase two?

That's correct. They would not have to come back unless they failed to submit phase two within the required period of time.

Okay.

Yep.

Okay.

Any other questions or comments to staff?

I do have a process question this being my first year and it's really burning at me, it's like, okay, how did this work? The notes that you received from the gentleman and gentle lady, is this just so I can understand how everybody deals with that? Is this the first time you've received that level of detail or is it part of the overall give and take, or did you just hear it tonight for the first time?

I did I have a phone conversation with the gentleman who spoke. This is the first time I've gotten a detailed, written comment, so I'm generally familiar with the concerns that are contained in what he submitted in writing tonight. And then that will get submitted as additional exhibit to the findings of fact.

So then who rules on that tonight? You had time to digest it and get back and forth with all that-

[inaudible 00:51:53] to testimony that we consider tonight? So if you need to look at it again, you can look at that paperwork. If you want the planner to give you that paperwork to look at. But now we consider any testimony that's been given once the public portion, everything is over with and it comes to us to deliberation it's included, everything. Any other comments? Commissioner, Nelson.

Quick question. In regards to Southwest Arch Court, is that a two-way street? It's really hard to see on these.

I mean, technically it is a two-way street, it's not specifically defined as a one-way street. I think what's important is it's just what we would consider to be a half-street improvement. So the full street has not been built out to the full width of the right of way.

Two vehicles can go?

If there's a car part and a car is traveling down the road, it would probably be difficult for two cars to pass one another with a car parked on the curb. But by definition, we don't define it as being a one-way street, it would really be more functionally, how does it operate? I have been out to the site, it's definitely tight, it's not a full list.

Is it a City street?

It is, yes.

But the public engineer looked at it and felt that the development would not impact that road?

That was his comment, yes. He did recognize the fact that it would increase trip count, but from a public works perspective, he didn't have a concern street's perspective.

What would be the response of property owners to upgrade the street?

It would really be at the time that-

We don't need to go thereof at this time on that. Nope, just technical questions, comments.

I'm doing this for the public.

Yeah, but that's when we deliberate then we can talk about that.

All right.

That almost opens it up to that if you're not careful where I've got to allow people to testify again, so I got to be really careful of that. So I'm not going to allow that discussion.

On the barrier, if that's part of the development, are we able to condition that?

My understanding is that the Commission has the ability to add that as an additional condition.

Thank you.

Any other questions, comments for staff? Okay. I now declare the public portion closed. Staff's comments did not add anything that's going to be an issue. So the public portion is now closed, and the matter is before the Commission for your consideration. The first thing we needed to discuss is the waiver, and that is application number 3010013820 major variance, so that's the first thing. And that has to be the tentative plan cannot even be discussed if we don't vote in favor of the variance. So open it up for discussion on the major variance. Any comments?

Well, I assume that the existing access to lot five does not constitute of street, it's just the driveway. And nobody mentioned anything about access control along Leonard Road. So the only addition to traffic you'd be making would be that one entrance to the private street, I think. Is that true?

I believe that ODOT did not have any concerns on that.

And that decreases from 250 to 140 on each side?

Yeah. So ODOT didn't comment specifically on that piece of it.

We did not.

But there is not a comment that-

Objects.

Objects, right? From public works.

Probably one of the ways you can look at it when you're looking at a major variance like this, this is my opinion, is if it's clear to you that there is another alternative that is better than what the major variance is supporting you can bring that up, and that's something that we can consider. So I don't want to stifle anybody.

I don't see how you would have any other access to the property?

I don't either. I'm bringing that up as a point of so that you could.

Either staying on the same side of the wetland.

Right. So any other comments? I'll entertain a motion then on the major variance to approve or disapprove.

Mr. Chair, Nelson would move approval of the variants as with the condition state of in the staff report.

Anybody second it?

Heesacker, I'll second.

There is a motion on the floor to approve the major variance, all those in favor, signify it by raising your right hand? Opposed? Extensions.

Aviles.

Oh, Commissioner Aviles, how do you vote on this? Thank you.

I'm in A, just.

Okay. So it's major variances unanimously approved. And the vice chair is doing his job. Thank you, sir.

#### **MOTION/VOTE**

**Commissioner Nelson moved and Vice Chair Heesacker seconded the motion to approve the South River Meadows Subdivision Major Variance. The vote resulted as follows:**

**"AYES": Vice Chair Coulter, Chair Heesacker and Commissioners Arthur, Aviles, Collier, Tokarz-Krauss, and Nelson. "NAYS": None. Abstain: None. Absent: None.**

**The motion passed.**

And let's see what else we have. We can now deliberate tentative subdivision plan, which is project number 104-00134-20, open it up for comments. Have somebody might've wanted to talk about the bollard, nor or the... Go ahead. Commissioner Nelson.

I don't know when you like to do these things, but I usually Roberts, you liked to do the amendments before the final motion. So I would like to move an amendment to the conditions that the barrier be a breakdown barrier in agreement as attorney that discussed.

We can do it that way, that motion then would be to include it in should be two conditions of approval.

Correct.

So I would think that would be, this is where Jason or Brad, I need your help. That would be on list A.

It would actually be list-

B?

B, correct.

Nelson?

Yeah.

Under phase two, so we could condition a revised tentative plan to show the design and then list E would be the construction.

Would that be D or E, or one of those? You've got to let me know which one works fast?

So D will be for the design to be reflected on the tentative plan, and then E will be the condition of the construction.

Do we need to call out the specific kind of breakdown barrier we want right now? Or we leave this up to the applicant?

No. That's going to be part of the phase two process with the permits and stuff, so we don't want to micromanage it, we just call it out a breakout barrier.

Understood.

So you got to tell me, is it under D or E, we got to know?

Well, it'll be two conditions, one under D and one under E

How do you want to word it under D?

So D will be reflecting the design of the breakaway bollards as a condition for a revised tentative plan.

Okay. So that's going to be D7.



And then the condition under E will be the construction.

Okay. So that will be E 17. Commissioner Nelson, if you would mention those particular condition numbers in your motion, I'd appreciate it? Your amendment motion?

The amendment motion as outlined by staff was for in B, no in D, wasn't it? D7?

Would be D6 or 7?

D7 would refer to the breakaway barrier that would be authorized or would have to be put into place on phase two. And then on E17, that would be the description of that barrier.

Okay.

Obstruction.

Do we need to include anything about the hammerhead ending?

No.

No.

I don't believe so.

No, that would be another issue, which is another way. We haven't done it this way before, but we can. And Commissioner Nelson is being specific on conditions of approval that he wants on a breakaway barrier. So anything else that we want to do, we can do it this way, or we can make it a condition of approval on our final vote, okay? So there's two ways to do it. So that motion is on the floor and that amendment motion has been recommended for approval in a second. All those in favor of that signify it raising your right hand?

I made the motion, but I haven't had a second.

Well, I thought there was a second.

I second.

Who that?

Collier.

Collier seconds. Okay. Head of myself, there is a motion on the floor in favor of adding two conditions on E7.

D7 and E17.

D7 and E17. All right. All those in favor of that motion signify by raising your right hand? Commissioner Aviles, how do you vote?

Aye.

Okay.

So it's unanimous that motion passes and we will continue to deliberate the bigger part of it so we can get to the final approval or disapproval of the subdivision tentative plan. Any other questions, comments? I'll entertain a motion.

Hang on, I got a question. Do we need to add an amended condition for the turnaround? Does that not need to be a part of this approval, a condition for that?

It's already addressed?

That's included in the conditions already? Okay. Never mind.

Could you clarify Commissioner Heesacker?

I am asking, I think Commissioner Aviles question here, is there a condition in the staff report that the applicant submit a design for the hammerhead?

Yes, there is, it's D1 subsection A, include a revised site plan, which meets the turnaround standards found in the public safety comments. So there's three different designs that the applicant could choose from as reflected in public safety's comments.

Thank you.

So, yes, it's already in there. Any other questions or comments? I'm ready to entertain a vote. Motion.

Nelson will move approval to South River Metals phased development plan as conditioned by the staff and as amended by this body.

Heesacker will second.

Okay. We have a motion on the floor to approve the tentative subdivision plan. All those in favor of approving it signify by raising your right hand? Commissioner Aviles?

A55.

Unanimous, the motion passes subdivision is approved.

#### **MOTION/VOTE**

**Commissioner Nelson moved and Commissioner Collier seconded the motion to approve the South River Meadows Subdivision Tentative Subdivision, with the conditions in the findings. The vote resulted as follows: "AYES": Vice Chair Coulter, Chair Heesacker and Commissioners Arthur, Aviles, Collier, Tokarz-Krauss, and Nelson. "NAYS": None.**

**Abstain: None. Absent: None.**

**The motion passed.**

Good job, guys. Now we will move to hearing. Does anybody need a break or you y'all okay? Okay. We will now move to public hearing 10400136-20-16. This time I will open that public hearing to consider an application filed by... When I get to my paperwork here. The mark is so good, I hit it for myself.

Mr. Chair, as discussed on the phone, I turned into a pumpkin now.

Who am I talking to?

You're listening to me.

Yeah, go ahead. Have a good one. Okay. Public hearing will now be open for an application filed by, the owner applicant is SUMMERFIELD NORTH LLC, an Oregon Ponderosa LLC. Representative is Ryan Cross Group, LLC. Mark Cross, third person. Application is to subdivide the approximately 9.55-acre property into a total of 57 single-family lots located in the R2 residential zoning district. The decision on the tentative subdivision plan must be based on the criteria contained in section 17.413 of the development code.

Is there anyone present who wishes to challenge the authority of the Commission to hear this matter? Do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Are there any Commissioners who wish to disclose discussions, contacts, biases, or other X-bar information they have received prior to this meeting regarding the application? In this hearing, the decision of the Commission will be based upon specific criteria which are set forth in the development code. All testimony which apply in this case are noted in the staff report. My voice is failing me. It is important to remember if you failed to raise an issue with enough detail-

Gerald Peckham, P-E-C-K-H-A-M.

Is now exiting.

Hi, Gerald. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you will not be able to appeal to the land use board of appeals based on that issue. The hearing will now proceed with the staff report. Good evening, sir. It's good to see you standing up there again.

Good evening, Chair Coulter, and planning Commission members. My name is Ryan Nolan. For the record, I'm a contract planner with Rogue Valley Council of Governments. And I assist in times of intermediate staff levels at the City. So before tonight, again, we have another subject vision tentative plan, this is entitled Summerfield North. It's located at Redwood Avenue in Southwest Elmer Nelson Lane. So you can see there four tax slots that make up this area, and it's extending between Redwood Avenue South to Southwest Elmer Nelson Drive and then in between Southwest Waterstone Drive and Kokanee Lane.

See the aerial view that shows Redwood Avenue in this section is a completed street, Southwest Kokanee is completed down to Southwest Eastwood Lane, then it's a half street. Southwest Waterstone Drive is a completed street. Again down to and see on the screen where my pointer is this section, then it's a half street. Southwest Elmer Nelson is partially completed, but still like some curb gutter and some sidewalks. So then we also have a portion of a street

here. So that's a little idea of what the lot looks like there. Two existing residences is on the property on some outbuildings it's largely a lot that was partially developed in the past but is empty at this point.

So the proposal is a 57-lot subdivision. In 2016, the owner was approved for a 50-lot subdivision. Due to a variety of reasons they did not proceed at that time, so they've revised the plans and are coming back as that approval had expired. So they're proposing two phases to the development. Phase one is the Northern half, which is lots of 1 through 28. Phase two is the Southern half lots, 29 to 57. Total acres or 9.55. We're in the R2 zone here, so each lot has to be at least 5,000 square feet. And one particular request of the applicant though not a variance, they have requested that you wave part of the solar lot design standards, and we'll get to that in the presentation.

So again, it's currently four-tax slots, it's relatively flat. There's a slight grade from Redwood Avenue down to Southwest Elmer Nelson Lane. There are access restrictions on Redwood Avenue, as well as Southwest Elmer Nelson Lane. And public utility services are all available along all of the street frontages. So in your packet, you have a 11 by 17 tentative plan. And so we show there are a number of street extensions involved with this subdivision. Phase one, it's the Northern half of the subject site. They are proposing to extend Southwest Reading Drive, they're proposing to extend Southwest West Misty Brook Drive and to construct Southwest Reading Court, all of those would be to full public street standards.

And then on phase two, the Southern half, they're proposing to extend Southwest Eastwood Lane to connect to existing portions of that street and to complete the half-street improvements to Southwest Kokanee Lane, Southwest Elmer Nelson Drive and Southwest Waterstone Drive. They're also proposing a private driveway on the southern portion of the property. And this is largely because Southwest Elmer Nelson Drive is restricted to access. So to provide access to those lots they're proposing that lot 46 as a flagpole, lot 47 as a flagpole, and then a private driveway from Southwest Kokanee Lane to Southwest Waterstone Drive that would provide access to lots 46, 47, 57, 56, 55, 54 and 53. So all of the criteria again for the subdivision section of the code is found in section 17.413. And in the staff report, you can see with the conditions...

Three. And in the staff report, you can see with the conditions, suggested staff feels that they've met all the criteria. Conforms with the lot dimensions, lot size is adequate, all being between 5,000 and 8,049 square feet. They all have lot widths of 50 feet or greater. And they're complying with the adopted street plans. None of the lots proposed will be large enough to further divide. So, no future improvement plan will be required.

This is one section that they're specifically asking for you to approve their plan regarding, and that is the solar lot design standard. Our code specifically requires that at least 80% of lots in a residential subdivision have a North-South demission of at least 80 feet. The applicant is asking for approval of this subdivision with 60% of the lots meeting the standards due to existing street layout and efficiency of lot design.

Let me stop you right there.

Yes.

I see you got per section, 22.634, the Commission may allow exception where existing street patterns would preclude the redesign of the subdivision to meet the solar lot's standard. Should that have been in a variance?

The code specifically requires various requests for some alterations, but this says specifically in the code that the review body may grant exceptions. When something is a variance request, it's because the code specifically requires a variance request. Such as, the street intersection spacing from the last subdivision.

Well, we've had solar lot major variances before, and now I'm looking at that section, I'm like, why? It's like, if we got it in the section, let's not do another one of these variances for solar lot again. You agree?

We're also looking ... Somewhat anecdotally, we're also looking at a quite encompassing revision of the solar lot standards. And a lot of this will be going away probably in the new year.

Yeah, I know. I just don't want us ... Knowing that this exists, I'd really rather never see another solar lot waver, major variation disapproval again.

So, Chair Coulter made my next point, which was that the review body does have authority, if convinced by the applicant, that existing layout would preclude them from meeting the 80% threshold.

Thank you, sir.

Just a little pet peeve of mine. That's all.

It's a fairly lengthy conditions list, and partially that's because of the number of logs and the phasing of development. Two conditions to point out, it requires several applicable advanced finance districts, reimbursement that's included in the full staff report on page 124. And also, there'll be required with the current layout to relocate an existing grants pass irrigation district, irrigation line.

And as was stated earlier, they'll also be conditioned to complete some of those half street improvements. This is a case similar to the last review that you were looking at, where there is an existing half street. Those are typically improved when the adjacent property comes in for redevelopment. So this is a case where two half streets will be made complete streets by this project.

The call to action, staff recommends that the planning Commission approves a tentative plan, including allowing 60% compliance with the solar lot design standard in section 22.6321 for Summerfield North subdivision, with the conditions listed in the staff report, based on the criteria found in section 17.413. If the planning Commission has any questions, I'd be happy to try to address those.

I think at the very beginning, when you were talking about Elmer Nelson Lane, I missed ... Okay. The, I don't know what you want to call it, the private street or alley to left.

This would technically be a private driveway.

Private drive. Did you say there was controlled access? So, that means those houses will be coming off the [crosstalk 01:19:40]?

That's correct. Southwest Elmer is a collector.

Okay.

Because of that designation, we discourage direct access.

Okay. So everybody will be using the rear access.

Correct.

Not just the two lots.

They'll be rear loading lots.

4647. Okay.

Correct.

Mr. Nelson?

I was confused on that private driveway. So, you have these flags and is that driveway then, half of it's part of 46 and the other half part of 47?

It is the driveway will exist in a reciprocal access easement. And it's a condition that they provide that. And it will actually be on the flagpole of lot 46 and the flagpole of lot 47. Those two lots will own the land, but there'll be a written agreement stating that the lots 46, 47, 53, 54, 55, 56 and 57 can all use that for access.

So there will be an easement agreement?

Yes. And that is a condition of approval.

Okay, that's what I was concerned about, because I've seen this before, where it starts getting into big problems if the easements are vacated. If the easement's vacated, because for some reason in the future, Elmer Nelson or is it Elmer Nelson or, whatever that road is down ...

Southwest Elmer Nelson Lane, yes.

Gain access to that, would they be required to use that access? Or will they always have to use

...

With our current code in order to have access on Southwest Elmer Nelson Lane, they would need City engineer approval. And if there's any alternate access, the engineer would prefer that they not directly access Southwest Elmer Nelson Lane.

Okay.

The reciprocal access easement agreement will be recorded on the final plat. Is that right?

Correct.

Okay.

And is parking allowed on Elmer Nelson?

Parking will be allowed on Elmer Nelson when it's fully built out. And just a clarification, this is a private driveway and part of the differences, all of the lots have frontage on a public street. So sometimes people will use private streets and that's typically when they're using the street to actually allow frontage. Slight difference, but it is a little different in our code. Any other comments or questions?

Nope. Thanks, sir.

Okay. Just a quick reminder that the story of Elmer Nelson is pretty incredible. He was a real American hero, so it's neat to see the name brought up. Okay, thank you.

Thank you, sir. Will the applicant please come forward and make their presentation?

You look awful familiar, sir.

So again, my name is Mark Cross, [inaudible 01:22:46] Cross group, address is 112 North Fifth street, Klamath Falls Oregon, 97601. And I wanted to thank you for having two hearings in the same night, because I only have to drive over one time. I appreciate that.

I wanted to thank Ryan for his presentation. Kind of stole everything I was going to say. I just wanted to add that this was previously approved in 2016 as 50 lots. We're not shoehorning seven additional lots into that same area. The reason for the seven additional lots was we gained another tax slot over that previous approval. That's why there seven additional lots from that previous approval.

Again, this layout is based on surrounding development. There's not a lot of other options that we could do. And I liked that they're continuing that rear entry on Elmer Nelson. I really, really like that part of Grants Pass, being from out of town. It's just a really neat look to have those garages not showing on that. I think City's done a good job and so as the developer with that layout. Like I said, Ryan covered everything I was going to say. We'll just ask for your approval tonight and I'm available for any questions.

Questions, comments? Commissioner Aviles, do you have any questions or comments?

No, thank you.

Thank you. Nobody else? Thank you, sir. Appreciate it. Staff, any additional comments?

No, [inaudible 00:09:26].



Thanks sir. Okay, public portion's now closed, and the matter is before the Commission for your consideration. Don't everybody speak at once.

Is this the end of the summer field developments? Is it?

Never know.

We're getting a nod. Yes.

You can't promise that. You know. Anybody else have any questions or comments? Well, I'm going to entertain a motion, then. Mr. Nelson, go for it.

I would move approval of the Summerfield North development plot plan for a two-phase project as recommended by staff as well as with the conditions of approval for the staff.

And a reduction of the ...

Solar array.

I will second that motion.

[inaudible 01:25:32] there is a motion on the floor to approve the tentative subdivision plan for the Summerfield North subdivision. All those in favor of the motion signify by raising your right hand. Commissioner Aviles, how do you vote?

Aye, yes.

It's unanimous motion passes. Congratulations.

#### **MOTION/VOTE**

**Commissioner Nelson moved and Commissioner Collier seconded the motion to approve the Summerfield North Development Plot Plan for a two-phase project, as recommended by staff, as well as with the conditions of approval for the staff, and a reduction of the solar array. The vote resulted as follows: "AYES": Vice Chair Coulter, Chair Heesacker and Commissioners Arthur, Aviles, Collier, Tokarz-Krauss, and Nelson. "NAYS": None.**

**Abstain: None. Absent: None.**

**The motion passed.**

Okay. Staff, you have anything for us?

No. Other than to point out tomorrow and Friday and half of Saturday City Council is meeting over at the public safety building for their annual strategic planning workshop. There's going to be lots of whooping and hollering and hopefully some good strategic planning as well. I believe Chair Coulter is presenting on Friday on behalf of this body where most of the other committee chairs are also presenting. We can expect to see some results of the Council's goals and actions that come out of that here in another month or so, so you can kind of see what the prioritization is on that.

If we decide to show will there be food?

That's a challenge.

Food for vice chairs.

You could come and beg at the door, but you wouldn't be let in because there's a maximum of 25. And I think there's, I think maybe for like four chairs are going to be available, unfortunately because of COVID, in the training room. If you're looking for an Apple, maybe you want to go to Safeway instead.

In fact, my presentation is at a 1:45 and we have our four goals that I'm going to be presenting. I'm going to present three out of four. I'm actually going to let vice-chair Heesacker present one of them. Let him get his feet wet a little bit as is vice chair. And I did give him the hardest one, so ... No, I didn't. So yeah.

Commissioner Aviles.

Yeah?

So director Clark, in regards to the strategic plan session, how are citizens able to be involved, since it's closed to I guess the public in person?

Yeah, that's a good question. I raised that with the administration too. They will not be live-streamed. There will be some chairs available. So, the earlier, the better, because if you are there ahead of time, you would be able to have a seat there and observe the workshop as it's going on. But there is limited seating. So there will be an attempt to keep people moving in and out for those that, if you have interest in a particular item that they're talking about, Karen is going to try to manage the flow there at the door of the Public Safety Training building.

They're not even going to provide audio live feed?

I mean, it's not for us to say up here, but I'm just curious. They're not even going to provide audio, huh?

All's I know for certain is it won't be live-streamed. I don't know what other options there are. I can get that out to you in the morning. I can check to see what those are.

I think that's ...

Yes, I would like that.

Okay.

Okay. Any, anything else, Staff?

No.

Okay. Planning Commission members. Commissioner Aviles.

Yes. I just wanted to verify that next week, or is it next week? That the HB 4006 housing forum, regarding rent burden, that's still happening, right?

It's January 26th, 6:00 PM.

Okay. Still happening?

Yes. I think you said next week, but I think it's actually the following Tuesday.

Yeah, okay.

Right. So it's the day before our next UAPC meeting?

Correct.

Okay. And that meeting, how is that being handled? I am stunned that the strategic planning session is not going to have, it's going to have minimal citizen involvement, even though there are other ways to do it. So I'm again, stunned by that. But in terms of the forum, how has that been conducted in terms of citizen input, citizen feedback, citizen involvement?

That will be very similar to the way tonight's hearing was held. That's going to be happened here in the chambers, so we will have the opportunity to do the MS Teams. We'll have posted on the website, the link for that, and that people can come here to the chambers. We'll have overflow in the courtyard conference room as well.

What is that for?

January 26th, it's actually a twofold event. It's at 6:00 PM on the Tuesday. The first 45 minutes is the house bill 4006, a required session that any jurisdiction that has a population where the rent burdened population is 50% or greater, that you are required to hold this forum every year. We are one of those severely rent burdened cities, so we are required to hold this. That the next 45 minutes is going to be related to the housing needs analysis and the build able lands inventory that the housing advisory committee has been involved with. So that's an update on where we're at with the consultants that the City has working on, that housing needs analysis.

And just another quick question regarding the forum, is that for 2021? Or are we meeting the statute for 2020 in January?

Right, it is the 2020 forum. The statute reads to have those be held no later than December 31st, every year. We got a bit of an extension because we wanted to combine it with this other piece. So, the state gave us a one-month extension. It is technically for 2020. There'll be another one required in December of 2021.

Okay. Thank you.

Okay, thank you. Commissioner Clark. Let's go this way. Commissioner Nelson?

Nothing.

Commissioner Tokarz-Krauss?

Commissioner Arthur?

Vice Chair Heesacker?

I have nothing.

Okay, I do have a couple of things. You'll notice that I kind of made a little discussion on the solar lot major variation. And the reason I did that, one of them is because when I sat with the City manager, one of the things we discussed, and we're trying to do this, is eliminate as many major variants, processes, or major variance requirements as possible. So this one kind of surprised me, you know, I should have saw it in the section, but I didn't. And all along, we've done, I don't know how many of these, probably six, seven variances, and we didn't have to, so we kind of shot ourselves in the foot. So that's why I brought that up.

Next meeting on the 27th, we will be having elections for Chair and Vice Chair. Remote will be allowed.

Let's see if I have anything else. Yes. It looks like we will have ... Well, Clint Scherff who was a City counselor went to the County and is looking at being appointed to the planning Commission through the County. So I don't know if you've heard anything more on that process.

I have not.

Okay. I anticipate that we should hear about that pretty soon. It is Clint Scherff. He actually started on the Urban Area Planning Commission, and then he got appointed to the City Council, and now he's going to come back and be part, he wants to be part of the urban area planning Commission.

[inaudible 00:20:31].

Yeah.

Okay.

I think he was ward one and I that's odd.

What's that?

So ...

wait a minute.

That's right, he can do that. He can do that.

I don't know if we'll see a resume on that because it's the County. County doesn't have to provide us a resume. They're not ... The standards that the City have us do aren't ... The County and the City are different. So they may just shoot the name over here and say that ... They will actually, that's what they're going to do. They're going to say he or she is approved to be on the urban area planning Commission.

We really have no say?


Nope. Nope. Good. That's it meeting is over 7:38.

That's one of the reasons that we've been wanting-

**Meeting adjourned: 7:38 pm.**

**Next meeting: January 27, 2021**

  
\_\_\_\_\_  
Jim Coulter, Chair  
Urban Area Planning Commissioner

  
\_\_\_\_\_  
Date

Minutes transcribed by www.rev.com and given a cursory review/edit by Julia Wright, City of Grants Pass Administration.

## **5.b. Committee motions**

### **Tourism Advisory Committee**

Motion recommending Council reopen parklets for those businesses that are interested as soon as possible.

**Call to Action:** Awaiting Council direction.

### **Urban Tree Advisory Committee**

Motion recommending Council designate the four Coast redwoods (*Sequoia sempervirens*) at Martin Park as Heritage Trees.

**Call to Action:** Bring forth a Resolution to a future business meeting.

Motion recommending Council designate the Cork oak (*Quercus suber*) at the Water Treatment Plant as a Heritage Tree.

**Call to Action:** Bring forth a Resolution to a future business meeting.